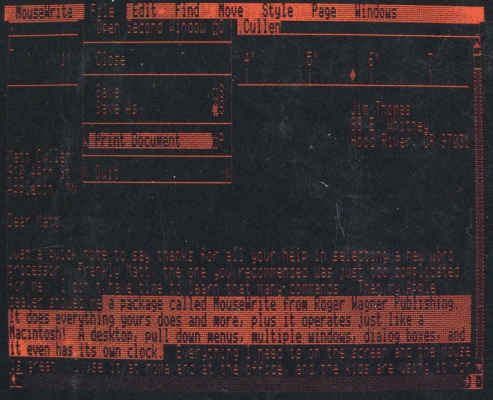
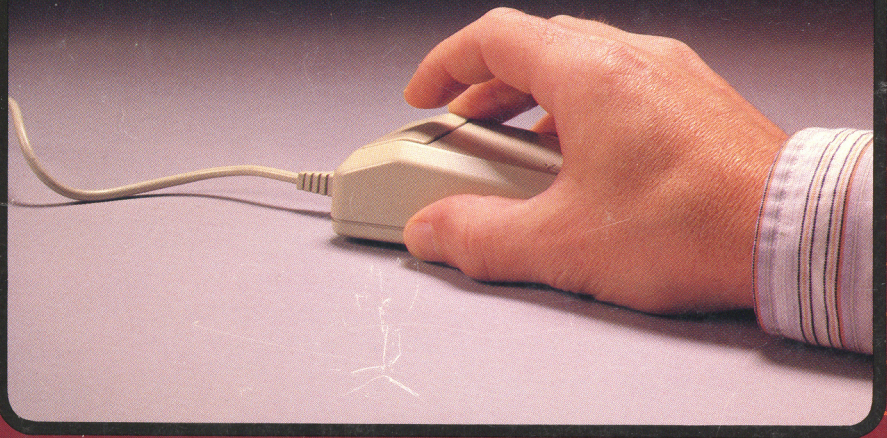
# MouseWrite™

## The Mouse-Based Word Processor For the Apple //e and //c


MouseWrite File Edit Find Move Style Page Windows
Open Second Window ⌘O
Close
Save ⌘S
Save As... ⌘A
Print Document ⌘P
Quit ⌘Q
Jim Thomas
Cullen
Dear Mark
Just a quick note to say thanks for all your help in selecting a new word
processor. Frankly Mark, the one you recommended last week was too complicated
for me. I don't have time to learn that many commands. Then my friend
Jim Thomas suggested a package called MouseWrite from Roger Wagner Publishing.
It does everything yours does and more, plus it operates just like a
Macintosh! A desktop, pull down menus, multiple windows, dialog boxes, and
it even has its own clock.



Roger Wagner™ PUBLISHING, INC.

# MouseWrite

Roger's
Let's keep it goin'
Best of Luck
Steve Cochard
7/16/85

7-16-85
Roger
Thanks for the opportunity to introduce offers to Guido etc
Tom Burns

Designed and programmed by
Steve Cochard

The MouseWrite Tutorial written
by Tom Burns

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## ABOUT THE AUTHORS

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**Craig Peterson** attended Iowa State University where he earned his degree in Aerospace Engineering. Craig is a professional programmer for Berol Rapidesign. He has been programming since 1974 and bought his first Apple in 1978. A Call A.P.P.L.E. article he wrote concerning Print Using led to his involvement as consultant for the original Wizard's Toolbox. Recognized for his clear and clever code, Craig has participated in many RWP projects including The Write Choice. He is married, likes to tinker with his MG and plays in occasional jazz jam sessions.

**Roger Wagner** earned a degree in Physical Science from San Diego State University and began a career in teaching. Intrigued by the idea of personal computing, he purchased his first micro in 1978. He soon founded his own publishing company and created several popular programs for the Apple including The Write Choice and Apple Doc. Concern for the end user permeates his work and his philosophy calls for programs that both surpass industry standards and educate the user. When he isn't working on new software projects, Roger enjoys playing his guitar, amateur magic, and rock climbing with Pam, his wife.

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## PREFACE

### ABOUT TIME

The family automobile is a very complicated device. It consists of numerous electrical and mechanical systems and thousands of parts. The repair and maintenance of these systems and parts is normally left to highly trained professionals. The operation of these systems and parts is routinely learned by sixteen year olds with just a little informal training from Mom or Dad.

Automotive engineers knew from the beginning that control of the device had to be as simple as humanly possible if two cars were to be in every driveway.

But what if you were required to monitor manifold vacuum, compressor pressure, lateral acceleration, fuel air mixture, ignition timing advance and retard while you drove? What if you had to specify combustion chamber volume, weight distribution, valve spring harmonic characteristics, camshaft acceleration ramp profiles? What if you had to do all of this and more, before you could turn the key to pick up a loaf of bread at the grocery store? Would you still be feeding the horses?

The average personal computer program is not as complicated as the car you drive. But people from six to sixty have found the personal computer difficult to use, incomprehensible, and intimidating.

Many past word processors required knowledge of ASCII codes, memorization of control code sequences, printer codes and configuration, disk operating systems, decimal, binary and hexadecimal numbering systems. They required an understanding of terms like pre-sub case insensitive, binary files, modes, emulation, sequential text file, DOS, toggles, flags, buffers, vectors, interfaces, mnemonics, syntax. Some even required an understanding of computer programming to customize the program.

Whether it's camshaft acceleration ramp profiles or terms like pre-sub case insensitive, it is the stuff of engineers not consumers. Just as the automotive engineers simplified the car for everyday use, MouseWrite simplifies the computer. You don't *need* to "learn more about computers", the computer has finally "learned more about people" and it's *about time!'*

## ABOUT MouseWrite

MouseWrite is a word processor. With it you can write notes, papers, compositions, themes, essays, letters, memos, electronic mail, newsletters, books, or anything else you would use a pencil and paper or typewriter for.

MouseWrite is different. A well equipped modern kitchen contains the essential tools and simplicity for the kids to learn to cook a hot dog. The stove works the same way if its a hot dog cooked by the kids or Coquilles St. Jacques Facon du Chef cooked by a great chef. The food processor is there, ignored by junior, but turned into a magnificent tool when used by a culinary artist.

Similarly, MouseWrite will perform the simple tasks with the remarkable ease of a typewriter. When the time comes to write the masterpiece, that remarkable ease of use that put the kids painlessly through school is there along with those tools the literary virtuoso requires.

MouseWrite is familiar. We live in a three dimensional world. We work at our desks. We measure inches with rulers. We speak in English. We push buttons.

MouseWrite is your electronic desktop for writing. You put things on it, you move them around, you put the important things in the middle, you push other things to the side, you arrange it the way you want. When you add something to the desktop it goes on top. When you want to work with something on the bottom of the pile (or mess, as the case may be) you bring it to the top. When you set up your printed page, you measure it in inches with a ruler. When you need to know something you're informed in English. When an adjustment is required, you simply push a button.

## ABOUT THIS USERS' GUIDE

This guide is designed to teach the beginner and to assist the expert. It is both a tutorial and a reference guide.

The MouseWrite Tutorial, chapters one thru eleven, contains an easy to use tutorial that will quickly take you through all of the aspects of MouseWrite. Each chapter in the tutorial is an adventure unto itself, each concentrates on a particular feature or group of features, each has a different cast of characters to be met. Milo teaches the basics of typing with MouseWrite, Professor Hogshank presents a dissertation on the wisdom of saving documents, Mom guides you through the basics of doing windows, and then there's Guido the grocer, Senator Ustes, Dr. Carl and the rest.

Using MouseWrite, chapter twelve, contains step by step, detailed instructions on just about every function you may want to perform. Those familiar with word processing (or word processing with the Apple Macintosh) may want to review this chapter and skip the tutorial completely. Those who complete the tutorial will want to refer to this chapter periodically while using MouseWrite.

The MouseWrite Reference, chapter thirteen, is a general overview of all of the functions and commands available to you. It also contains a glossary of all of the terms used in this guide and a technical section providing vital statistics, printer information, as well as the information you'll need to use a hard disk (or other large capacity disk drive) and to use a custom printer with MouseWrite.

## ABOUT THE MouseWrite DISKETTE

The diskette you received with your MouseWrite package contains all of the programs and information MouseWrite needs to function on your Apple computer. It is very valuable and it is very *delicate*.

You should make a copy of this diskette and use the copy for your daily work while putting the original in a safe place where it won't get damaged. You can use the extra diskette label supplied with your MouseWrite package to label your copied disk. You can use any copy program to copy MouseWrite, such as COPYA, the ProDOS FILER, the Apple //c Utilities Disk.

You should avoid using the MouseWrite diskette, or the copy, to store the documents you create. There is very little room on the MouseWrite diskette for documents. You should create a document diskette (format a blank diskette) with the ProDOS FILER or the Apple //c Utilities Disk. Later you'll learn how to do this with MouseWrite.

## ABOUT THE MOUSE

The mouse is a simple pointing device that is used to control MouseWrite. You move the mouse and a pointer on the MouseWrite desktop (the computer screen) moves. You move it in your document, move it to buttons, move it through menus, click its button and MouseWrite performs actions. The mouse may feel awkward at first, but it quickly becomes second nature. Playing the puzzle is good mouse practice.

Everything you'll want to do with MouseWrite, except typing, can be done with only three basic mouse actions: a click, a press, a drag.

If this sounds foreign to you now, Milo, the professor, and the rest are waiting to show you the simplicity of mice and menus.

## ABOUT THE MOUSE-LESS

You don't *need* sunglasses on a sunny day, or warm water to take a shower. By the same token, you don't need a mouse to use MouseWrite. But life is less complicated and more pleasurable with all of these things.

MouseWrite was designed to offer the mouse-less writer the easiest to use mouse-less tool available. Everything you can do with the mouse, you can do with the Apple keyboard. You will want to refer to *MouseWrite Without A Mouse* in chapter thirteen while you learn MouseWrite.

Experienced typists may find some of the mouse-less methods of performing a task quicker and easier than with a mouse. This is especially true while typing. While editing a document, these typists will find the mouse invaluable.

CHAPTER 1

# TYPING WITH MouseWrite

## INTRODUCTION

The purpose of the first chapter is to get you started using MouseWrite. You will learn how to use the MouseWrite menus and other basic features to help you write a simple document.

You'll learn how to use the mouse or arrow keys to select an insertion point in the document for your text, and how to edit the text after you have written it. You will learn how to use both the Overstrike Cursor and the Insert Cursor to make changes in your text.

You'll also learn about using Tabs, the Scroll Bars and Grow boxes, and the Move menu.

Finally, if you have a printer, you'll print the document you have written and edited with MouseWrite.

When you've finished with this chapter, you'll be able to create and edit your own documents. You may want to review what you've learned here, or you may proceed to the next chapters, where you will find detailed instructions on how to use all of MouseWrite's special word processing features. In either case, whether you're writing manuscripts or memos, MouseWrite will make your word processing tasks fun and productive.

**Insert the MouseWrite disk in the drive and turn on your Apple.**

The ProDOS screen and the MouseWrite Title screen appear.

Next, the menu bar and desktop appear with an empty, untitled document in the document window.

Whenever you type anything in a document window, you're creating a **document**. Whether it's one word, one sentence, one paragraph, one page, or one hundred pages, it's always called a document.

MouseWrite has a **menu bar** and a **desktop**. On the desktop is a document window with a **close box**, a **title bar**, a **scroll bar**, and a **grow box**. Inside the document window are a **ruler** and an **insertion point**.

The **menu bar** shows the titles of menus from which you choose.

The **close box** lets you close the window.

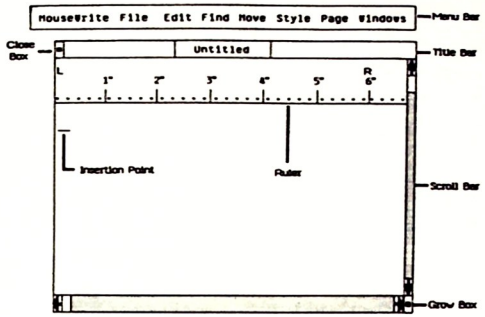
The **title bar** shows the name of the document.

The **scroll bar** lets you move a long document up or down in the window so you can see different parts of it.

The **grow box** lets you change the size of the window.

The **ruler** has adjustable settings for margins and tabs.

The blinking horizontal bar is the spot where text appears when you type. This is called the **insertion point**.




## TYPING TEXT AT THE INSERTION POINT

Find the horizontal blinking bar at the top left of the window. This is the insertion point.

**Type the following sentence.**

```
Quick, wake the kids.
```

**Press and hold the Delete key until the insertion point is back at the beginning of the line.**

Notice that the text is erased one character at a time.

All typing takes place at the insertion point.

## THE DELETE KEY

The Delete key erases the character and moves the insertion point back one space.

## THE RETURN KEY

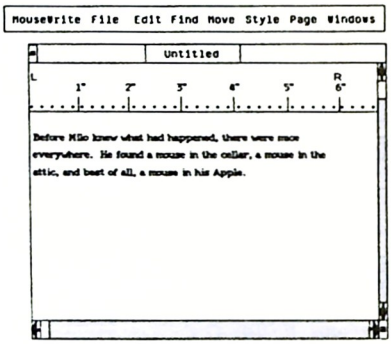
When the Return key is pressed, a diamond appears at the insertion point and then the insertion point moves down to the beginning of the next line.

If you press and hold down any character key, the Apple will cause that key to be repeated. Therefore, unless the manual instructs you to *press and hold* a key, *press* means to strike a key once as you type.

## WORD WRAPAROUND

This feature automatically moves the insertion point and the word you're typing at the right margin to the beginning of the next line. Therefore, do not press Return to move to the next line when you're at the right margin, unless you're at the end of a paragraph.

**Type the following text without using the Return key at the right margin. If you make a mistake, use the Delete key to backspace and make your correction.**




Before Milo knew what had happened, there were mice everywhere. He found a mouse in the cellar, a mouse in the attic, and best of all, a mouse in his Apple.

**When you have entered the sample text correctly, press the Return key. A diamond-shaped Return marker appears after the period at the end of the paragraph.**

Word wraparound automatically adjusts your text as you type. Since you won't be pressing the Return key at every right margin, you can concentrate on what you're writing and MouseWrite will take care off how your text appears.

Another reason to use the Return key only at the end of a paragraph is that MouseWrite uses the Return marker to adjust all text within the paragraph. It does this after you have made any change to the text, such as adding a phrase, deleting a sentence, or changing the margins.

So far, you have moved the insertion point either by typing or deleting text. Since you can only type at the insertion point, MouseWrite has two different methods to quickly change the position of the insertion point.

## USING THE MOUSE TO SELECT AN INSERTION POINT

Move the mouse around the document window, the ruler, and the menu bar.

The insertion point remains at the last place you typed, while the pointer moves around the screen.

Notice that the pointer changes shape depending on its screen location. When it is in the document window, it is L shaped. When you position the pointer in the ruler, its shape changes to a cross hair. Finally, when you position it on the menu bar, the pointer becomes arrow-shaped.

**Position the pointer at the beginning of the paragraph you typed and click the mouse button.**

The insertion point has moved to the beginning of the paragraph.

**Position the pointer at various locations in the text or document window and click the mouse button.**

Continue this until you feel comfortable with how to select an insertion point using the mouse.

**When you're ready, position the pointer on the letter *M in the name Milo*, and click to select.**

## USING THE ARROW KEYS TO SELECT AN INSERTION POINT

**Use the arrow keys to move the cursor up, down, left or right.**

You can increase the positioning speed by holding down an arrow key until it repeats.

Continue using the arrow keys until you feel comfortable with this method, and then position the insertion point again on the letter M in Milo.

## THE OVERSTRIKE CURSOR

**With the cursor on the *M in Milo*, type the following text:**

```
Matt
```

As you type each character, the cursor replaces the existing text at the insertion point with new text. This is called overstriking.

**The blinking horizontal bar indicates that you are using the overstrike cursor.**

**Position the pointer over the letter *M in Matt* and click the mouse.**

**Type the following text.**

```
Milo
```

By overstriking the name Matt with Milo, the sample text appears as it did when you first typed it. Using the overstrike cursor is one way to edit your text. MouseWrite has another kind of cursor called the insert cursor. But before you use this second cursor for editing, you'll need to know how to choose from the MouseWrite menu bar.

## USING THE MOUSE TO CHOOSE A MENU COMMAND

**To use the mouse to choose a menu command, position the pointer on the menu title and press the mouse button until the menu appears. Continue to press the button as you drag the mouse down to the command you want. As you drag down the menu, each available command is highlighted. Commands not highlighted are not currently available. To select a command, just release the button.**

## USING THE ARROW KEYS TO CHOOSE A MENU COMMAND

If you do not have a mouse, or just don't want to use it, you can also use the arrow keys or the keyboard to choose a menu command.

**To use the arrow keys, press the Escape key and a menu will appear. Use the left or right arrow keys to move to the menu you want. Use the up or down arrow keys to move to the command you want. Commands which are currently available are highlighted. To choose a command, press Return.**

To cancel a menu and return to the document window, press Escape again.

## USING THE KEYBOARD TO CHOOSE A MENU COMMAND

As you pull down the menus, the various commands are revealed. An icon and a letter appear to the right of the commands. These represent the keyboard sequence you can type for that command.

There are four types of command icons. The first two icons are the open apple and the closed apple. The open apple key is located to the left of the space bar and the closed apple key is located to the right on the keyboard. The third command icon is diamond shaped, and represents the Control key on the left side of the keyboard.

The fourth icon is a shaded block. It indicates that the command is not available at this time. MouseWrite keeps track of what you are doing and whether a given command is either possible or appropriate. If it is not, the shaded block appears to the left and right of the command.

**To choose a command that uses the open or closed apple key, or the Control key, press the designated key and the letter at the same time.**

**You don't have to pull down a menu to choose a command from the keyboard.**

Whether you use the mouse, arrow keys, or keyboard to choose a menu command is entirely a matter of your preference or convenience. MouseWrite gives you these three options at all times.

## THE INSERT CURSOR

Now you're ready to try the second type of cursor, the insert cursor. It lets you insert text at the insertion point and it adjusts the remaining text as you type.

**Position the pointer over Edit on the menu bar. Press the mouse button and drag the pointer down to the first menu command — Turn on Insert Cursor — and release the button.**

A blinking **vertical** bar appears at the insertion point. This is the **insert cursor.**

Position the pointer once again on Edit in the menu bar. As you drag the pointer down, the first command has changed to **Turn on Overstrike Cursor**. When you release the button, the vertical bar at the insertion point changes back to a **horizontal** bar to indicate that you're using the **overstrike cursor again.**

The keyboard command to choose either cursor is open apple-I. Press open apple-I a few times and watch the blinking bar change to indicate which cursor you are about to use.

When you are done, choose the insert cursor.

**Position the pointer on the *comma after happened*, and click the mouse. Press the space bar once to insert a space, and then type the following text:**

```
to the cat
```

Look at the sample text. MouseWrite has readjusted the paragraph to make room for the text you added.

```
Before Milo knew what had happened to the cat, there were
mice everywhere. He found a mouse in the cellar, a mouse in
the attic, and best of all, a mouse in his Apple.
```

**Position the pointer on the *c in cat*. Insert the following text and put a space after it:**

```
Cheshire
```

The text appears as follows:

```
Before Milo knew what had happened to the Cheshire cat,
there were mice everywhere. He found a mouse in the cellar,
a mouse in the attic, and best of all, a mouse in his
Apple.
```

Again, your sample text is readjusted as you type. Remember, when you are using the insert cursor, MouseWrite adjusts all text until the next Return marker.

## THE TAB KEY

The insert cursor should be blinking on the *c in cat*. If it is not, position the pointer there now.

**Press the Tab key once.**

The insertion point has moved to the tab under the 6″ marker on the ruler. Note the R above the 6″ marker. This is the current right margin. You'll learn more about margins soon. **Press the tab key once more.**

The insertion point has moved down one line and is at the left margin. Note the L on the ruler.

**Press the tab key three times.**

The insertion point has moved to the right and is below the diamond-shaped tab at the 3″ marker on the ruler.

**Press the left arrow key once, then press the Tab key once.**

The insertion point has moved to the left and is under the 2″ tab. You can use the left and right arrow keys to change the tab direction at any time.

## SETTING AND REMOVING TABS

**Position the pointer on the dotted ruler line between the 1″ and 2″ tabs, and click the mouse button.**

A new tab marker appears on the dotted line between the 1″ and 2″ tabs. This is how you set new tabs. Press the Tab key a few times and watch the insertion point move and stop at each tab, including the new one you just added.

How about that. One click of the button and already you're an expert at setting tabs. One more click and you'll have mastered removing tabs too!

**Position the pointer on the ruler at the 2″ tab diamond and click.**

**The tab has been removed and is replaced by a vertical bar to show where the removed tab was.**

Go ahead and press the Tab key and watch the insertion point move past the 2″ marker without stopping. Setting and removing tabs is just that easy. Point and click to set. Point and click to remove.

When the glow of self-achievement has subsided and you're through pressing the Tab key, **remove and set all tabs back to their original positions.** You still have a few things to learn, and some are even more fun than setting tabs!

## THE RULER

**Position the pointer on Page in the menu bar and choose the command to Hide Ruler.**

The ruler disappears and the text moves to the top of the document window.

**Position the pointer on Page in the menu bar and press the mouse button.**

The first command has changed to Show Ruler.

**Choose this command and release the button.**

The MouseWrite ruler is a visual aid. It shows where your margins and tab settings are, and helps you position your text. You can hide the ruler or show it at any time. Like many of the MouseWrite features, it is always there for your convenience.

## MAKING A TABLE USING TAB AND RETURN

**Choose the overstrike cursor. Position the pointer at the left margin below the *A in Apple*.**

**Press the right arrow once to set the tab direction. You'll need carriage return now.**

**Press Return once, then press the Tab key once.**

The insertion point has moved to the tab under the 1" marker.

**To make a table or column of text, type the following:**

Adam

**Press Return, press Tab, then type:**

Matt

**Press Return, press Tab, then type:**

Mike

**Press Return. Your sample text will look like this:**

Before Milo knew what had happened to the Cheshire cat, there were mice everywhere. He found a mouse in the cellar, a mouse in the attic, and best of all, a mouse in his Apple.

Adam
Matt
Mike

By using this sequence of Tab, text, and Return, it is simple to create tables or columns of information. Don't forget to press Return after each item to remind MouseWrite not to adjust this text.

## ADJUSTING THE MARGINS

Suppose you decide that the table you just typed would look better at the 2″ tab instead. You could type it in again, or you could move the table by adjusting the margins.

**Position the insertion point on the *A in Adam* and click. Position the pointer on the L at the left margin in the ruler. Press the mouse button and drag the L to the right until it is above the 2″ marker, then release the button.**

*Adam* moves to the 2″ tab.

**Now position the insertion point on the *M in Matt* and click. Position the pointer on the left margin L and click.**

*Matt* moves to the tab under *Adam*.

**Position the insertion point on the *M in Mike* and click. Position the pointer on the left margin L and click.**

*Mike* moves to the tab under *Matt*.

Your sample text looks like this:

```
Before Milo knew what had happened to the Cheshire cat,
there were mice everywhere. He found a mouse in the cellar,
a mouse in the attic, and best of all, a mouse in his
Apple.

        Adam
        Matt
        Mike
```

**Position the pointer on the *B* at the beginning of the first paragraph and click. Then click on the left margin L and your text is readjusted to look like this:**

```
        Before Milo knew what had happened to
        the Cheshire cat, there were mice
        everywhere. He found a mouse in the
        cellar, a mouse in the attic, and best
        of all, a mouse in his Apple.

        Adam
        Matt
        Mike
```

**Position the pointer on the left margin L and drag it to the 1″ tab and release. The text readjusts again.**

```
    Before Milo knew what had happened to the Cheshire
    cat, there were mice everywhere. He found a mouse
    in the cellar, a mouse in the attic, and best of
    all, a mouse in his Apple.

            Adam
            Matt
            Mike
```

Notice that the table does not readjust because each name has a Return marker after it.

**Use the down arrow key to move the insertion point to the *c in cat*. Drag the left margin L all the way to the left and release. Again, the text readjusts as follows:**

```
        Before Milo knew what had happened to the Cheshire
cat, there were mice everywhere. He found a mouse in the
cellar, a mouse in the attic, and best of all, a mouse in
his Apple.

                Adam
                Matt
                Mike
```

**Position the pointer on the right margin R. Drag the R to the left and release when you reach the 5″ marker.**

A dialog box appears to warn you that adjusting the right margin will erase any text you have stored on the clipboard.

Since you haven't used the clipboard yet, this is not important now. Once again, it's nice to know that MouseWrite is there to alert you to possible problems.

**Click the check box to CONTINUE.**

The disk drive turns on, and the hourglass cursor appears to indicate that you must wait.

In a moment, your document appears with the text adjusted to the new right margin.

There is an important difference between the way the left and right margins work. You can use many different left margin settings within the same document. However, each time you adjust the right margin, the entire document is adjusted to your new setting.

**Position the pointer on the right margin R. Drag the R to the 6″ marker and release.**

**When the dialog box appears, click the check box to CONTINUE.**

The drive light comes on, and the hourglass cursor appears. In a moment, your text is readjusted to the new right margin.

MouseWrite's adjustable tabs and margins give you complete control over the final appearance of your text.

## MOVING TO THE BEGINNING AND END OF TEXT

There are many ways to move to various places in the text. MouseWrite has an entire Move menu for all of these options. These are covered in detail later. For now, you'll learn how to move to the beginning or end of text with two keyboard commands.

**Move the insertion point to the *C in Cheshire.***

The keyboard sequence to move to the beginning of text is Control-B.

**Press the Control key and the B key at the same time and release.**

The insertion point has moved to the beginning of your text. The keyboard sequence to move to the end of text is Control-E.

**Press the Control key and the E key at the same time and release.**

The insertion point has moved to the end of your text. Try these two commands a few times. Remember that you can also choose these commands with the mouse or arrow keys.

## USING THE GROW BOX TO CHANGE THE WINDOW SIZE

In the bottom right corner of the document window is the grow box.

**Position the pointer in the grow box and press the mouse button. As you drag the grow box, the size of the document window changes.**

Each time you drag the grow box and release the button, the document window has changed size. Try it a few more times, just for the fun of it.

When you're done, drag the grow box until the right margin is somewhere between the 4″ and 5″ tabs, and the bottom margin is about two lines below the name *Mike*, then release.

## THE SCROLL BAR ARROWS AND THE SCROLL BOX

**Position the pointer on the down scroll arrow and press the mouse button.**

As you do, two things happen. First, the text in the window scrolls up and out of the window. Second, the scroll box moves down the scroll bar until it reaches the down scroll arrow. When it does, release the button.

**The location of the scroll box in the scroll bar indicates approximately where you are in terms of the overall length of the document.**

As the text moves, the scroll box does also. This floating reference point is very handy when working with longer documents.

**Position the pointer on the up scroll arrow and press until the text scrolls back to the original location.**

**Position the pointer on the right scroll arrow and press the mouse button.**

The text scrolls to the left and the scroll box moves until it reaches the right scroll arrow, which represents the right margin.

**Position the pointer on the left scroll arrow and scroll the text back to the original location.**

## THE TITLE BAR

**Position the pointer on the title bar and drag the document window around the desktop.**

Take a break, you're almost done. Play with the grow box, scroll bar arrows, scroll box, and title bar. When you get really good, use these new techniques to amaze your friends and family. Then they'll know why you bought your Apple. Thanks, MouseWrite.

## PRINTING

If you have a printer, you'll probably want to print what you've written. MouseWrite has many print and printer options which you'll learn about later. For now, a simple printout will do.

**Choose Print a Document from the File Menu.**

A dialog box appears to give you additional information about the command. In this case, your choices are about the print quality and the paper type you are using.

A High quality printout means that the printer will use an enhanced mode for maximun print clarity, and any printer commands such as bold or underlining will be used during the printout if specified.

Draft quality means that the printer will disregard any print style commands. This method usually prints the document much faster.

There are two different types of paper. Continuous paper means fanfold or roll paper that feeds continuously through the printer.

Sheets of paper are single sheets that are fed one at a time through the printer.

The check boxes next to high quality and continuous paper are highlighted to indicate that these are the current choices. To change either of these, click in the other check boxes.

At the bottom of the dialog box are two more check boxes. On the left is the OK check box. If you click in it, the printing will begin.

On the right is the CANCEL check box. If you click on it, the dialog box disappears and you are returned to your document.

**When you have clicked on your choices for print quality and paper type, click OK to start printing.**

Your document starts printing.

## FINAL NOTES

You've accomplished a lot in this first chapter. But instead of rushing off to the next chapters, now is the time to go back and try all of the things you've learned. This will make what you have yet to learn that much easier.

You may still have questions about some of the terms used in this chapter. There are two special sections in the MouseWrite manual designed to help you. The first is called Using MouseWrite, and it describes in detail how to perform all procedures. The second section is called MouseWrite Reference, and it contains a glossary, descriptions of all menus and menu commands, printer specifications, and an Ascii Character chart.

In the next chapter, you'll learn how to select,edit, and move your text. But for now, have fun and experiment with MouseWrite.

CHAPTER 2

# SELECTING TEXT AND EDITING

## INTRODUCTION

In this chapter you'll learn how to select text with the mouse and how to edit your text using the cut, copy, and paste commands.

You'll also learn how to use cut and paste to move your text.

Finally, you'll learn how to use a special MouseWrite feature called About MouseWrite.

After learning so many commands in the first chapter, this may seem small by comparison. But since the cut, copy, and paste techniques are so important to easy and effective editing, this chapter is essential in getting the most out of MouseWrite.

## SELECTING TEXT

With the left margin L positioned at the far left side of the ruler, use the sample text from the first chapter. It should look like this:

```
Before Milo knew what had happened to the Cheshire cat,
there were mice everywhere. He found a mouse in the cellar,
a mouse in the attic, and best of all, a mouse in his
Apple.

                    Adam
                    Matt
                    Mike
```

**Position the pointer on the *C in Cheshire*, then press the button and drag the mouse to the end of the word.**

This is called selecting the text. When you release the mouse button, the word *Cheshire* remains highlighted.

When you click the mouse button again, the selected text returns to normal. Therefore, if you select the wrong text, you may back out of this command by simply clicking again.

## SELECTING WITH OPEN APPLE AND MOUSE CLICK

Suppose you have released the button too soon, and as a result you have only selected Chesh instead of Cheshire. You could click again to deselect, and start over again, or you could use the apple-click to continue the selection.

For example, after you have selected Chesh, position the insertion point over the next space after the text you wish to continue selecting, in other words, on the *space after the last e in Cheshire*. Press the open apple key, and then press to select again. When you release the mouse button, the entire word *Cheshire* is highlighted. You can use this method whenever you need to continue selecting text.

A second way to select text using the apple-click is to position the insertion point where you want the selection to begin, and click the mouse button. Next, position the insertion point where you want the selection to end, then press the open apple key and click the mouse button. The selected text will be highlighted.

## SELECT-DRAG SCROLL

If the text you want to select begins, but does not end, within the document window, position the insertion point at the beginning of the text to be selected and press the mouse button. Then drag the mouse down to the bottom scroll bar, while continuing to press the button. The selected text will be highlighted and will scroll up. Release the button when you reach the end of the text to be selected.

You can use this method at the top of the document window to make the text scroll down.

**Try this select-drag-scroll method now.**

You can also use the scroll bar arrows and scroll box when selecting text. This lets you move quickly through longer documents.

## SELECTING THE ENTIRE DOCUMENT

Occasionally you will want to select the entire document. If the document is several pages long, even using the scroll bar can be slow. MouseWrite has a faster and better solution.

**Choose Select Entire Document from the Edit menu.**

Try it, you'll like it. Remember, just click to deselect at any time.

## DELETE NEXT WORD

Sometimes you will want to delete a particular word in your document. All you have to do is move to the beginning of the word and use the Delete Next Word command.

**Position the pointer on the *C in Cheshire*. Choose Delete Next Word from the Edit menu.**

*Cheshire* disappears and a blank space remains where the word was. You can continue deleting words at this point, or you can type in new text.

**For now, type the word *Cheshire* so that it fills the space again.**

## USING CUT

**Select *Cheshire* again. Choose Cut from the the Edit menu.**

The selected text has been cut out of the paragraph and the remaining text has been adjusted as follows:

```
Before Milo knew what had happened to the cat, there were
mice everywhere. He found a mouse in the cellar, a mouse in
the attic, and best of all, a mouse in his Apple.

                    Adam
                    Matt
                    Mike
```

**Select and cut *Adam* out of the text. Select and cut *Mike* out of the text.**

The sample text looks like this:

```
Before Milo knew what had happened to the cat, there were
mice everywhere. He found a mouse in the cellar, a mouse in
the attic, and best of all, a mouse in his Apple.

                    Matt
```

## USING CUT AND PASTE

Cut can be combined with Paste when you want to move text without cutting it permanently out of the document.

**Select *had* in the first sentence and choose Cut in the Edit menu. Click on the *f in found*, then choose Paste in the Edit menu.**

You cut *had* from the first sentence and pasted it into the second sentence. You were able to do this because MouseWrite placed the last text you cut—*had*—on the clipboard. The Paste command inserts text from the clipboard into the document at the insertion point. You'll learn more about the clipboard in a moment, but for now it's enough to know it's there.

## USING COPY AND PASTE

Sometimes you'll want the same text in two or more parts of the document. You could type the text again or you could use Copy and Paste.

**Select *Milo* and choose Copy from the Edit menu. Click directly below the *M in Matt*. Choose Paste from the Edit menu.**

Your text appears as follows:

```
Before Milo knew what happened to the cat, there were mice
everywhere. He had found a mouse in the cellar, a mouse in
the attic, and best of all, a mouse in his Apple.

                    Matt
                    Milo
```

If you accidentally cut some text out of your document, don't worry, it's still on the clipboard. Just select the insertion point and paste it right back into your document.

**Remember, the clipboard contains the last text either cut or copied from the document.**

For the sake of simplicity, the examples above used only one word in each case. However, you can select, cut, copy, or paste any length of text.

Once again, it's time for you to experiment with these new commands. They are the core of the editing commands. Look at the menus and note the keyboard commands for Cut, Copy, and Paste. Whether you use the mouse or keyboard, these commands make editing your text quick and easy.

## ABOUT MouseWrite

What is the maximum number of pages in a MouseWrite document? The answer depends on such things as the number of lines per page, line spacing, and page width.

What if you are writing a report that has to have a minimum number of words in it? How do you know how many words are in the document?

Since the document is in memory, how can you tell how much memory has been used and how much is left?

Ever wonder what grade level would be required to read your document? Are you using twenty-five cent words when nickel words would do?

The answer to these important questions is never more than a simple click away.

**Choose the About MouseWrite option in the MouseWrite menu.**

Almost before you can say "Apple // Forever", a dialog box appears with the information you need about your document.

About MouseWrite shows you the number of lines in the document, the number of lines on the clipboard, the number of lines remaining in memory, the number of words in this selection, and the grade level required to read your document.

About MouseWrite gives you information about your document that is both accurate and meaningful.

**If text is selected prior to choosing About MouseWrite, only the text selected is used to determine the number of words and the reading level.**

The reading level is determined using a system devised by reading specialists to evaluate written material. The text is analyzed in terms of total number of words, average word length and other aspects.

The value indicates the approximate grade level required for a general understanding of the document. It is not a measurement of the writer's skill, but rather an estimate of the minimum reading skill required to understand the text.

You can click the About MouseWrite close box, or click anywhere in your document window. In either case, the dialog box disappears and returns you to your document.

## FINAL NOTES

You've gained a basic understanding of the editing commands and the different ways to select text. You've also discovered the special feature called About MouseWrite. That's more than enough for now. In the next chapter, you'll learn how to save what you've written.

In the meantime, why not use MouseWrite to write a letter to Mom.

CHAPTER 3

# OPENING AND SAVING DOCUMENTS

## INTRODUCTION

Whether you're writing a letter to Mom, an outline for a new business proposal, a best-selling novel, or a recipe for Linguini ala Pamela, chances are you'll want to have a permanent record of what you've written.

Of course, you could always printout everything you write, but soon you'd have to build a room extension to store all of the paper. A better solution is to use MouseWrite to save your text.

This chapter demonstrates the document storage commands. You'll learn how to open a new or existing document, how to save a document, and how to close a document.

You'll also insert text into a document and then use the clipboard to paste text from one document to another.

Finally, you'll learn how to format a floppy diskette so you can store your documents on it instead of paper, and you'll also learn to delete files from a diskette (so you don't have to build a room extension to store your MouseWrite file diskettes).

## OPENING, SAVING, AND CLOSING DOCUMENTS

In order to understand how to open, save, and close documents, you'll need a fresh start again.

**With the MouseWrite disk in the drive, turn on your Apple. If your Apple is already on, press the Control, open apple, and Reset keys at the same time.**

## USING THE CLOSE BOX

The box located at the upper left corner of the document window is the Close box.

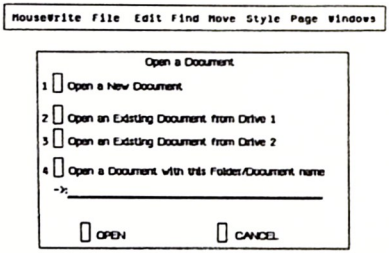
**Click the Close box.**

The desktop is now empty.

## OPENING A NEW DOCUMENT

**Choose Open a Document in the File menu.**

A dialog box appears.


MouseWrite File Edit Find Move Style Page Windows
Open a Document
1 Open a New Document
2 Open an Existing Document from Drive 1
3 Open an Existing Document from Drive 2
4 Open a Document with this Folder/Document name
->
OPEN
CANCEL

**Click on 1, then Click OPEN.**

A new document window appears on the desktop.

Sometimes looks can be deceiving. You are about to see a subtle but important MouseWrite feature.

**Press the space bar once.**

Big deal. A document window with no text in it. So what?

**Click the Close box.**

Although the document looked identical to the one you closed a momemt ago, MouseWrite noticed the blank space you put in the window. In other words, you had made a change to the document and MouseWrite always warns you if you are about to close a document and you haven't saved your changes.

The dialog box gives you the option of clicking the CANCEL box and then saving your document, or clicking the CLOSE box to close and throw away this document.

In this case, who needs a document with one blank space in it? So...

**Click on CLOSE in the dialog box.**

## BULLSEYE OR NO BULLSEYE

If you haven't noticed by now, when you are clicking in boxes, MouseWrite isn't fussy about pinpoint accuracy. In most cases, you do not have to position the pointer directly in the box. You can click anywhere to the right of the box and MouseWrite will accept it.

However, if you're about to do something of major consequence, such as close a document without saving it, you'll need to be more precise with your clicks. MouseWrite helps prevent accidents.

## OPENING AN EXISTING DOCUMENT

**Choose Open a Document on the File menu.**

**Click to Open an Existing Document from Drive 1.**

A dialog box appears showing the MouseWrite documents on the disk.

**Click in the check box to choose the file called PIGGIES, then click to OPEN.**

The following text appears:

```
To: Prof. Hogarth Hogshank

From: O. M.

Your early studies in animal miniaturization have led me to
a technological breakthrough. I've perfected the technique
you described, and I am now growing tiny piggies. Because of
the incredible size reduction, I can fry these porcine
cuties whole. The result is bacon bits that are already bit
sized.

Thanks again,
Oscar
```

The title bar confirms that the name of the document you opened is "PIGGIES'.

## SAVING A DOCUMENT

This is a simple task but it requires your attention. You should always stop to consider what you are saving, and what you want to use as a title for the text or document being saved.

**Choose the File menu and note that there are two options to use when saving documents: Save and Save As**

Save allows you to save the document using the same name that appears on the title bar.

Save As is used when you are saving a document for the first time or if you want to save the document with a different name. The original document file will remain unaltered on the diskette and a new document file with the new name is saved. The new document name will appear on the title bar when the Save As is complete.

Since PIGGIES is a sample document that is used for demonstrating various commands, you should not change it. So...

**Choose SAVE in the File Menu.**

A dialog box appears to confirm that MouseWrite is "Carefully Saving This Document".

While the save is taking place, an hourglass pointer appears to tell you that you must wait for the save to be completed before proceeding.

## INSERTING TEXT

**Click the pointer at the end of the paragraph, and choose the insert cursor. Type the following text, and press Return after the period.**

```
These bite-sized bits will bring home the bacon.
```

The paragraph should look like this:

```
Your early studies in animal miniaturization have led me to
a technological breakthrough. I've perfected the technique
you described, and I am now growing tiny piggies. Because of
the incredible size reduction, I can fry these porcine
cuties whole. The result is bacon bits that are already bit
sized. These bite-sized bits will bring home the bacon.
```

## USING SAVE AS

Since you have made a change to the document called PIGGIES, and since you should not save the changes to this demonstration document, it's time to use the Save As command with a different document name.

**Choose Save As in the File menu. Click in the Drive #1 check box. Type in the following new document name, then click on SAVE.**

BACON

Again, MouseWrite carefully saves the edited document with the name you specified.

When the save is complete, the name BACON appears in the title bar. Now it's time to check to see if both PIGGIES and BACON have been saved to your diskette.

**Click on the Close box. Choose Open a Document from the File menu. Click to Open an Existing Document in Drive 1, and click to OPEN.**

Both PIGGIES and BACON are shown as existing documents.

**Open the document called BACON.**

**When BACON appears in the document window, choose Save As in the File menu.**

## THE SAVE AS DIALOG BOX

There are a number of important options in the Save As dialog box.

You can specify Drive #1 or Drive #2.

You can click to use the Folder/Document name. For example, suppose you had a document disk in drive #1, and another in drive #2. You are using one of these disks for general documents, and the other disk is used only for your Pork notes. You have titled one disk with the folder name *GENERAL* and the other uses the folder name *PORK*.

The problem is that you want to save *BACON* to the *PORK* document disk, but you don't remember which disk is in which drive. The simple answer is to click the Folder/Document box and type /PORK/BACON and then click SAVE.

Don't forget the slashes. They tell MouseWrite to first look for a folder, then the document name.

MouseWrite will search the drives until it finds the correct folder name and then complete the save process.

If neither drive contains the folder you want, MouseWrite will display a dialog box to tell you it was unable to find it and prompts you to put in the correct disk or cancel.

If you click the MouseWrite Document box, all text, print styles, and other modifications are saved.

If you click Text Only, just the text with carriage returns at the end of every line is saved. You'd use this file type with communications programs, electronic mail, and so on.

Clicking For Other Word Processor saves the document in a form that can be used by most other word processors. It is difficult to imagine why you would ever use another word processor. You must have a friend who hasn't seen MouseWrite yet. Don't miss this opportunity to impress him.

The horizontal line below these options is where you type the document name.

**If you forget to click a Location or Type box, MouseWrite prompts you with a pleasant little squeak as a reminder.**

Well, maybe it's not pleasant. In any case, don't forget and you won't have to hear it.

Finally, you can click on SAVE or CANCEL.

If you choose Save As and then specify a document name that already exists, a dialog box appears to warn you that you are about to overwrite the old document. You can click to SAVE ANYWAY or CANCEL.

**Click to CANCEL the Save As dialog box.**

## SAVE AS AND SELECTED TEXT

**You can save any portion of the entire document but you must exercise caution to avoid a costly mistake.**

Suppose that you have opened the document called PIGGIES. You decide to drag and select the last sentence in the paragraph. Then you choose Save instead of Save As.

A dialog box appears to warn you of the consequences of your decision. In other words, if you save the selected text with the original document name PIGGIES, you will lose the original PIGGIES and save only the selected text PIGGIES.

If you click OK, MouseWrite opens the Save As window. If you type in the original document name and click SAVE, you will receive a final warning that a document already exists with the name you have used. You can choose SAVE ANYWAY or CANCEL.

There may be some rare occasion when you want to replace the original with just the selected text. You can do this, but MouseWrite's warnings are there to prevent a costly mistake.

The recommended method when saving selected text is to always use a new document name. Then you will have both the original PIGGIES document and the new document with the selected text.

## PASTING FROM THE CLIPBOARD

The document you saved as BACON should now be in the document window.

Select the following text from the middle of the paragraph:

```
I am now growing tiny piggies.
```

**Choose Cut from the Edit menu.**

**Choose Close from the File menu and close BACON.**

**Choose Open a Document from the File menu, then click to Open a New Document.**

An empty document window appears on the desktop. Pay attention now, here comes the good part.

**Choose Paste from the Edit menu.**

The text that you cut from BACON was placed on the clipboard. Even after you closed one document and opened a new one, the text was still waiting on the clipboard.

**Select a new insertion point, then choose Paste from the Edit menu again.**

Cutting text from one document and then pasting it to another is that easy. The text on the clipboard remains there until you use Cut or Copy again.

**When you're done playing with Paste, click to close this document. Do not save it.**

The desktop is empty now.

## FORMATTING A FLOPPY DISKETTE

**The following section discusses how to format a floppy diskette. You should not attempt this procedure until you have read and understood the entire section. If you proceed carefully and slowly, you will avoid costly mistakes.**

The MouseWrite diskette is already nearly full when you first use it. Therefore, you should not use it when you are saving files because there is not enough room for other documents or files.

That's why you need to know how to format a floppy diskette. You will use it for storing your documents instead of the MouseWrite diskette.

One more word to the wise. You should never use your original MouseWrite diskette. You can use any copy program to make a copy of the original. Then put the original in a safe place and use the copy.

**Choose Startup & Disk Utilities from the MouseWrite menu.**

A new menu bar appears.

**Choose Format a Floppy Diskette from the File menu.**

A dialog box appears to warn you that the format command will **erase the diskette** if you click FORMAT.

***REMOVE THE MouseWrite DISK NOW***

If you wish to format a diskette now, insert it in drive #1. If not, you can just read the rest of this section.

Formatting means to prepare and organize the surface of the diskette to be able to save files and documents. The first step of this process requires erasing the entire diskette.

If your diskette is not blank, be sure there are no important files on it. Once they are erased, they are gone forever. If you are unsure, or do not want to format a diskette at this time, you can click to CANCEL now.

The dialog box lets you choose to format a diskette in either drive #1 or #2.

The diskette to be formatted must be given a name. The name of the diskette is its folder name. In the previous section, two diskettes were mentioned that used the folder names *GENERAL* and *PORK*. You might want to add a number to the folder name to further identify it as one of a series. For example, a folder name such as *MW1* would indicate your MouseWrite document diskette #1.

After you have typed in the folder name, you can click to FORMAT or CANCEL.

**If you are formatting a blank diskette, the formatting begins and you are warned not to interrupt this process. The consequences of interrupting the formatting process are so...well, don't even ask.**

In a few moments, the window disappears and the formatting is done.

If you click to FORMAT a diskette that already has files or documents on it, the folder name for that diskette is shown to remind you. You can click to FORMAT or CANCEL.

When you are done, the window disappears and the desktop is empty.

## DELETING FILES

**You must exercise the same caution with this section. Please read the entire section carefully before you attempt to delete any files.**

After choosing Delete Files from a Disk from the File menu, a dialog box appears. You can click to delete files from drive #1 or #2.

If you are not sure which drive has the file you want to delete, you can type the folder name and the document name. For example, /PORK/BACON where *PORK* is the folder name, and *BACON* is the document to delete in that folder.

After you choose drive #1 or #2, or type a folder/document name, you can click OK or CANCEL.

If you click OK, a dialog box appears displaying all of the files and documents on the specified diskette. You can click on the document you wish to delete, then click DELETE.

If you do not see the document you want to delete, use the arrows to view the rest of the document directory.

If you click to DELETE, the specified document will be deleted. You can also click to CANCEL.

Remember, once a document is deleted, it cannot be recovered.

**RETURN TO MouseWrite**

**Choose Return to MouseWrite from the MouseWrite File menu.**

If your MouseWrite diskette is not in the drive, a dialog box appears to remind you to insert it now. Put the correct diskette in the drive and click OK or CANCEL.

If you clicked OK, a dialog box appears to let you click to Return or CANCEL.

**Click to Return.**

## FINAL NOTES

That's all for now. In the previous chapters, you were encouraged to play around with the various commands you were learning.

Save and Save As are relatively simple to use. Format and Delete are commands that must be used with caution. Even though the consequences almost require a note from Mom, don't be afraid to experiment with them. Most mistakes involving these commands are the result of carelessness or simply rushing.

So slow down, and you'll enjoy more. Just ask the tortoise.

CHAPTER 4

# USING MULTIPLE WINDOWS

## INTRODUCTION

The purpose of this chapter is to learn how to use multiple windows with MouseWrite.

You'll start by typing some text into a document window, and then you'll open a second window on the same document.

When you have both windows open, you'll learn how to choose the active window, and then view text in one window while editing text in the other.

In the last chapter, you learned how to Cut and Paste from one document to another. Now you'll learn how use Cut, Copy, and Paste between windows in the same document.

Before you're done, you'll also play with two new menu commands.

Remember, when you need to get a better view of things, just open a window.

## MULTIPLE WINDOWS

There are many advantages to having more than one window open on the desktop. If you have a document that is several pages long, you can view text from the first page and the last page at the same time.

Perhaps you have a list in your text that you need to refer to frequently. Just put it in one window, and continue typing in the other window. Your list is always in view.

You can also use a window when you are writing a rough draft. After you've written the rough draft, open another window and edit the text in the second window without disturbing the text in the first window.

This is a do chapter, not a read only chapter. You must follow the window instructions carefully or you won't get the picture. That's the paneful truth.

## WINDOW ONE

Before you can use multiple windows, you have to open the first window.

**Choose Open a Document from the File menu, and then click to Open an Existing Document. Click on the document called BOZO, then click OPEN.**

The following text appears:

```
Dear Bozo,

I just can't understand why you don't write more often.
Since you ran off and married that mindless twit with the
orange hair, I haven't heard a word from you. Until I do,
you're out of the will.

                                        Your Mother
```

Mom sounds a little tense. In any case, you won't need the ruler while you're using multiple windows, so put it away for now.

**Choose Hide Ruler from the Page menu.**

The next step is to reduce the size of the document window so that the bottom scroll bar is directly below Mom's signature.

**Reduce the window using the grow box.**

## WINDOW TWO

**Choose Open Second Window from the File menu.**

A second window opens on top of the first window. In order to see both windows, you'll need to use the grow box to reduce this new window to the same size as the first.

**Reduce the window using the grow box.**

Now you need to move the second window.

**With the pointer positioned on the title bar, drag the second window down the desktop and place it below the top window.**

You have two identical windows opened, with one exception. The title bar is highlighted on the bottom window. This indicates that it is the currently selected window. The effect of all typing and commands will be seen only in the selected window.

**Click to select the top window.**

The top title bar is highlighted to indicate that it has been selected.

**Click in the bottom window. Choose the overstrike cursor. Place the insertion point on the *B in Bozo*. Type the following text and press Return.**

```
Bobby,
```

The name has changed in the bottom window, but the top window remains the same.

**Select the following text from the bottom window. Choose Cut from the Edit menu to cut it from the paragraph.**

```
just can't understand why you don't
```

The text has been cut and readjusted in the bottom window only.

**With the insertion point on the *w in write* in the bottom window, choose the insert cursor. Insert the following text with a space at the end:**

```
know you're too busy to
```

You've inserted text in the bottom window only. The top window remains unchanged. But not for long.

**Select the top window by clicking anywhere in it.**

All of the changes you made to the bottom window have been copied to the top window. Whenever you select a new window, the text is updated in the selected window.

**Click to select the bottom window. Move the insertion point to the *r in ran*. Select and cut the following text:**

```
ran off and
```

**Choose the overstrike cursor. Move the insertion point to the *m in mindless* and type:**

```
charming girl with the auburn hair
```

Mom must be readjusting her attitude.

**Click to select the top window.**

The top window is updated. Hang in there, the best is yet to come.

**Move the insertion to the *h in haven't*. Select and cut the following text:**

```
haven't heard a word from you.
```

**Click to select the bottom window, then move the insertion point to the *U in Until*. Choose Paste from the Edit menu.**

The text that you cut from the top window is pasted into the bottom window. Wonderful thing, that clipboard.

**Select the top window. Choose the overstrike cursor and move the insertion point to the *h in haven't*. Type the following text:**

```
                                                knew
you'd settle down. Here's a check to buy her a nice dress.
```

**At the left margin on the same line as *Your Mother* , type:**

```
Mumsy
```

**Select and cut *Mumsy* from the top window.**

**With the overstrike cursor and the insertion point on the Y, use the space bar to erase *Your Mother* and the carriage return.**

Yes, it's an unpleasant thought, but it must be done.

**On the same line, place the insertion point directly below the word *buy*. Choose Paste from the Edit menu.**

*Mumsy* appears in the selected window.

**Select the bottom window to update the final text.**

## WINDOW MENU

**Position the pointer on the title bar of the bottom window. Drag the window up until it overlaps about half of the top window.**

Click in each window a few times. MouseWrite places the selected window on top of all other windows.

**Choose Drag Top Window in the Window menu. Move the window around the desktop and click to release.**

**Choose Grow Top Window in the Window menu. Move the mouse around to change the window size. Click to release the window.**

The only requirement here is that the grow box must be on the desktop when you choose this command.

There's nothing complicated about either of these two commands. Just more fun.

When you're through dragging and growing, click to close one of the windows.

## FINAL NOTES

You've opened and selected windows. You've overstruck and inserted text in the windows. You've cut, copied, and pasted text between the windows. You used the Window menu to drag and grow the top window.

And you got a nice letter from Mom.

CHAPTER 5

# FINDING AND REPLACING TEXT

## INTRODUCTION

This chapter is about finding and replacing. You'll use a new menu called Find and the commands that accompany it.

You'll learn how to tell MouseWrite what to find, and how to erase and change what to find. You'll learn how to find letters, words, or phrases in your text.

You'll learn how to replace some or all of the text that you've found.

You'll also meet Guido the grocer.

## GUIDO

This chapter demonstrates the Find menu and its associated commands—Find, Replace then Find, and Replace All. You can use Find to search an entire document in an instant. You can use Replace then Find to edit text or correct spelling errors. You can replace one, some, or all occurrences of any *string*.

The string is what you are searching for in the document. You can search for a single letter, a group of letters, a word, a number, phrase, a print style, a carriage return, or just about anything.

The best way to learn is by doing. You'll learn about Find, Replace then Find, and Replace All. You'll also learn about Guido.

**Close all windows to clear the desktop. Choose Open a Document and open an existing document called GUIDO.**

## THE FIND MENU

**Choose Find/Replace in the Find menu.**

The Find/Replace window appears at the top of the desktop. Your document window is no longer selected, and the insertion point is not blinking.

The Find/Replace window is waiting for you to type in a string to search for, or click in one of the check boxes.

## FIND

At the left corner of the Find/Replace window is the string to Find field and a highlight box.

**Type the following letter:**

a

**Click the Find Next box.**

The first occurrence of the letter *a* is highlighted.

**Continue clicking Find Next until you reach the end of the document.**

When you reach the last occurrence in the document, MouseWrite squeaks to alert you.

**Click to Cancel the Find/Replace window. Position the insertion point on the *B in Berries*.**

**Choose Find/Replace in the Find menu.**

The find string remains unchanged.

**Click Find Next.**

The highlight box appears on the *a in Oranges*. The Find Next command always searches for the find string from the current insertion point to the end of the document. This is helpful when you have a long document. If you know the approximate location of your string, you wouldn't have to search the entire document.

**Click to Cancel. Drag the scroll box to the top of the scroll bar.**

This not only moves you back to the beginning of the document, it also automatically positions the insertion point at the beginning of the text. Even Guido knows it makes sense to start at the beginning.

After reviewing his note to Mr. Harris, Guido spots an error.

**Choose Find/Replace.**

## DELETE TO ERASE

**Press the left arrow key.**

The highlight box moves over the letter *a*, but does not erase it. To erase a string, do not use the arrow keys.

**Press the right arrow key once to move the highlight box to the right of the letter *a*.**

**Press the Delete key to erase the find string. Type the following new find string:**

```
ie
```

## REPLACE THEN FIND

Before you can type a replace string, you must choose the Replace field. To do this you can click to the right of it, or simply press the Tab key. Each time you press the Tab key, the highlight box moves to the other field.

**Press Tab to choose the Replace field. Type the following:**

```
ei
```

**Click Find Next.**

The highlight box appears over the error in the first sentence.

**Click the Replace then Find box.**

The spelling error is now corrected, but Guido continues editing his note.

**Click to Cancel. Drag the scroll box to the top of the scroll bar.**

**Choose Find/Replace and tab to Find. Use Delete to erase the current find string, and type:**

```
two weeks ago
```

**Tab to the Replace field and erase the replace string. Then type:**

```
yesterday
```

**Click Find Next, and click Replace then Find.**

Find and Replace then Find have just improved Guido's order processing time. However, he notes another slip.

**Choose Find/Replace. Tab to Find. Erase the find string, and type:**

```
slip
```

**Tab to Replace, and erase the string. Type the following:**

```
ship
```

**Click Find Next and Replace then Find.**

Guido decides to ship everything he can before the fruit rots.

**Choose Find/Replace and tab to Find. Erase the string and type:**

```
some of
```

**Tab to Replace, erase the string, but do not type a replace string.**

**Click Find Next and Replace then Find.**

The string is removed, and the rest of the sentence is adjusted. Just like the Cut command.

Guido is not sure which type of Berries Harris wants. To reduce his inventory, Guido does a little adjusting of his own.

**Choose Find/Replace, and tab to Find. Erase the string and type:**

```
Berries
```

**Tab to Replace, erase, and type:**

```
Cherries
```

**Click Find Next and Replace then Find.**

Harris will never know what hit him.

No doubt the victim of a Freudian slip, Guido clears the air with a final correction.

**Choose Find/Replace and tab to Find. Erase the string and type:**

```
odor
```

**Tab to Replace, erase, and type:**

```
order
```

While Guido loads the truck, there are just a few more things to note.

**Click to Cancel and drag the scroll box to the top of the scroll bar. Choose Find/Replace and tab to Find. Erase the find string and type:**

```
Ap
```

**Continue clicking Find Next until you've found all occurrences.**

The highlight box appears over the *Ap in Apples*, the *Ap in Apricots*, and the *ap in Pineapple*.

The Find command finds every occurrence regardless of whether you type upper or lower case. The Replace then Find command however, replaces the find string exactly as you typed it, then finds the next occurrence of the string.

You may have noticed that when you use the Find command and the text found is highlighted, if you click to Cancel, the text remains highlighted. This text is selected and you may use the Edit menu to cut or copy it while it is still selected. If not, just click anywhere in the document window to turn off the highlight.

## FINDING CARRIAGE RETURNS

Occasionally you'll have a document that was saved in a text file format. This type of document has a carriage return at the end of every line. This is a format that most communications programs require so that the document can be transmitted line by line.

Once you have opened such a document, you'll will want to remove all of the carriage returns except those at the end of paragraphs, or those being used for tables, columns, and so on.

MouseWrite has a special command to find carriage returns. In the Find string field, after you have erased any previous strings, press the open apple key and the Return key at the same time.

Then erase any replace string and press the space bar once. Use Find/Next to find the first carriage return and then use Replace then Find to step through the text file and replace any carriage return you select with a blank space.

**REPLACE ALL**

**Click to Cancel and drag the scroll box up to the top of the scroll bar. Choose Find/Relace, tab to Find, erase the find string and type:**

s

**Tab to Replace, erase, and type the following using upper case:**

x

**Click Replace All and watch the highlight box find and replace all occurrences of the replace string.**

Although Replace All is much faster,use it with caution. You might change more strings than you realize.

**FINAL NOTES**

These commands are very helpful, particularly when you have to make changes to a long document.

You can use the same techniques to find and replace numbers in everything from financial reports to recipes.

You'll enjoy using Find and Replace.

We'll enjoy replacing Guido, if we find him.

CHAPTER 6

# MOVING WITHIN A DOCUMENT

## INTRODUCTION

Moving is the subject of this chapter. In previous chapters, you used the mouse or keyboard to move to general areas within the document, then positioned the insertion point at a specific location in the text.

There are times when moving to general locations within the document is sufficient. At other times, you will want the movement to be more precise.

In this chapter, you'll learn how to move to specific locations with one command instead of a combination of various commands. You'll learn how to move to the beginning or end of the document. You'll learn how to move to the next word, the end of line, next sentence, and next paragraph. You'll also learn a new command to view the last change you made.

That's what this chapter is about. Now it's your move.

## THE MOVE MENU

In order to move to the beginning or end of the text, there is one important prerequisite. You need text.

**Close all windows to clear the desktop. Choose Open a Document and open an existing document called PRESTON.**

## BEGINNING

**Choose Move to Beginning in the Move menu.**

The insertion point moves to the *P in Preston* at the beginning of the text. No surprises here. You're getting better and better, and MouseWrite is getting easier and easier.

## END

**Choose Move to End in the Move menu.**

The insertion point moves to the end of your document.

For the most part, you've probably been using the mouse to make your moves. It's handy, and the name of the program *is* MouseWrite, isn't it?

The mouse is a great tool, but so is the keyboard. This is just a reminder that MouseWrite's commands are also available on the keyboard.

Best of all, they're easy to remember. For example, you are learning the commands **that control** your movement. All you have to know is where you want to move, then press the Control key and the first letter of your destination at the same time.

**Press Control-B to move to the beginning of the text.**

**Press Control-E to move to the end.**

Simple, isn't it? Move a few times to the beginning and end using both the mouse and the keyboard methods. Eventually, you'll decide for yourself which works best for you. But for now, keep your options open. Why paint yourself into a corner? Then you won't be able to move at all.

**When you're done, move to the beginning of the text.**

## WORD

**Choose Move to Next Word in the Move menu.**

Continue to press Control-W and watch the insertion point move word by word. If you press and hold Control-W down, you'll move faster, but you'll miss some important facts if you do.

MouseWrite moves to the first character of any group of characters. Therefore, in your sample text, the insertion point moved to the *h in had*, then to the *n in never* and so on.

A second point of interest concerns any line that does not have a carriage return. When the insertion point reaches the last word in that line, it moves to the space where the next word could appear. Therefore, if you needed to insert a word there, you're all set. If not, the insertion point moves to the right margin. From there, it drops down one line and moves to the first character at the left margin.

See what you might have missed by going too fast? You can also use the left and right arrow keys to change directions.

**Move to the beginning of the text again.**

LINE

**Choose Move to End of Line in the Move menu.**

The insertion point moves to the end of the line.

If you continue to press Control-L nothing happens. Nothing should happen. The command has done everything it was designed to do—move to the end of the line.

You've been encouraged to play with new commands in the previous chapters. Here is another opportunity to experiment.

**Press the left arrow once. Press Control-L once.**

Wake the kids, you've uncovered a hidden feature! The Move to End of Line command also moves to the beginning of the line!

But before you reach for that phone to call Mr. Wizard and report your findings, consider this: where you end up depends on where you start.

Whether you are at the right or left margin, this command actually moves you to the **other** end of the line.

There's no telling what you'll learn from experimentation.

A word of warning: the next two commands are not particularly exciting. Nothing fancy, no frills, they just do what they're supposed to do.

**Move to the beginning of the text.**

**SENTENCE**

**Choose Move to Next Sentence in the Move menu.**

Continue pressing Control-S to move through the document.

That's it.

**Move to the beginning again.**

**PARAGRAPH**

**Choose Move to Next Paragraph in the Move menu.**

Continue pressing Control-P to move by paragraph.

Moving by sentence or paragraph are two handy commands. Handy, not exciting.

**VIEW LAST CHANGE**

This command offers a little more variety. But it depends as much on what you did as what you do.

**Choose View Last Change in the Move menu.**

The insertion point moves to the location where the last change was made.

Suppose some inconsiderate buffoon interrupts you while you're composing a treatise of historic importance. After belittling this oaf and sending him on his way, just press Control-V to view your last change.

MouseWrite monitors any changes caused by typing text, cutting or pasting text, insertion of styles, or adjusting the margins.

## FINAL NOTES

Now is the time to practice all of the new move commands you've learned.

Don't forget to try both mouse and keyboard methods when you're experimenting. Then you'll have made all the right moves.

CHAPTER 7

# CHANGING PRINT STYLES

## INTRODUCTION

This is the first of four chapters that are related to printing your document.

In this chapter, you'll learn how to select a printer from the MouseWrite menu, or create your own custom printer setup.

You'll use the commands in the Style menu to change the appearance of your text. These commands include Bold, Narrow, Underlining, and more.

You'll learn how to put a command in your document to Pause the printer, and you'll experiment with both High and Draft Quality printouts.

With luck, you won't get any ink on your fingers.

## YOU CAN'T GET THERE FROM HERE

If a singer sings all of his songs with the same note, the meaning of the lyrics could easily be lost in the monotony. Every song would sound the same.

This is also true for the printed word. By adding a little variety to the print styles in you're document, you can avoid visual monotony, and keep your reader interested in what you've written.

After you've created a document, you can improve or enhance its appearance by using MouseWrite's style commands. These include bold, narrow or wide type, underlining, subscripts, superscripts, and extra styles such as italics.

Unfortunately, not all printers are created the same. Some support all of the styles and options mentioned, while others are not capable of producing some of the effects.

As hard as this is to believe, there are a few things MouseWrite cannot do. It cannot squeeze blood from a turnip. It cannot turn lead into gold, and it cannot turn water into wine—though the testing continues on this.

**There is one other important thing that it cannot do. MouseWrite cannot make your printer do what it is not capable of doing.**

If you're printer does not support a particular style or option, you're probably going to have to live without it.

However, before you give up hope, remember that every cloud has a silver lining. MouseWrite also has a custom printer setup which may be of some help. You'll learn more about this later.

## SELECT A PRINTER

MouseWrite is designed to support all of the most popular printers. Chances are good that your printer is among those already supported.

**Close all documents and clear the desktop.**

**Choose Select a Printer from the MouseWrite menu.**

The window opens to let you specify your printer card and printer.

First, you must specify whether you have a serial or parallel printer card in your Apple. If you have an Apple //c, you have a serial printer card inside your computer.

If you have an Apple //e, you can have either a serial or parallel printer card. If you are not sure of which you have, click on Parallel. When you try you're first printout, if your printer prints an *80N* at the beginning of the document, go back and choose Serial.

**Click on either Serial or Parallel to specify card type.**

Below the printer card types are ten popular printer categories and three custom printer options.

Some printers offer an emulation mode, that is, they recognize the same printer commands as a more popular printer. For example, many printers offer an Epson emulation mode.

If you do not see your printer in the window, but it can emulate one of those shown, choose that printer.

If you do not see your printer and you are not sure if it has an emulation mode, you can click on Custom Printer #1. Since it has not been configured yet, it will not print any styles, but at least you'll get a printout. How to set up a custom printer table is discussed later in this chapter.

**Click on the printer of your choice. Click the close box.**

Now that you've selected a printer, you need to learn about the various style options that MouseWrite offers. Then you'll open a special document that will demonstrate how these appear when printed on your printer.

**Open a new document. Choose the Style Menu and view the options.**

These styles are only active during High Quality printouts. MouseWrite disregards all style commands during Draft Quality printing.

The first option is Pause Printing. When you place the Pause style marker in your document at the insertion point, this character instructs the printer to temporarily stop printing. You can use this command when you need to change ribbon colors, print wheels, and so on.

To continue printing, just click the Continue box, or press open apple 2.

The next style option is Underline Text. To underline text, position the insertion point directly before the text you want to underline, and choose Underline Text from the Style menu, or press open apple U. All text after this style marker will be underlined. When you reach the end of the text you want to underline, place another underline style marker immediately after the last character to tell MouseWrite to turn off the underline style.

**This same technique is true for the other style options—bold, narrow, wide, superscript, subscript, and both extra styles. Place the appropriate style marker immediately before and after the text you wish to enhance.**

Another method of embedding styles is to select the text to be enhanced first, then choose the style option from the Style menu. This will place the style marker at the beginning and end of the selected text.

Near the end of the MouseWrite User's Guide is a section called Printer Styles. This section shows the ten printer categories and the specific styles that each printer supports.

**Close the document to clear the desktop.**

## PRINTER TEST

**Open the existing document called PRINTER TEST.**

This document consists of three parts, each designed to show you the effect of these style commands on your printer.

The first paragraph has the Pause Printing style marker embedded in it to show you how and when the printer stops during a printout.

The second part of the document shows a column of commands and a column of the corresponding results. When the document is printed, you will be able to see how each command effects the appearance of the text.

The third section of the document is a paragraph that you'll use later to test the effect of combining printer styles.

**Choose Print Document in the File menu. Click on High Quality and the appropriate paper type. Click OK to begin printing.**

As the printing begins, a window appears with the options to Pause, Continue, or Cancel Printing.

The first three lines of the first paragrph in PRINTER TEST will be printed. Having encountered a Pause Printing marker, the printer stops and waits for you to respond.

**Click the check box to Continue.**

The printer resumes printing the document.

The second section shows the effects of the various style commands. Remember that what you see is what you get.

The final paragraph is a thought which needs little enhancement. However, since the paragraph is so rich in imagery, it lends itself to experimentation with printer styles.

Use the insert cursor and the different styles available to you. Underline words, make others bold, or wide, or narrow as the text may dictate. Then print the document again to see your results.

Some printers let you combine options such as bold and wide, or narrow and superscript. Some options cannot be used in combination. Now is the time to find out what your printer can do.

For example, to test the effects of combining bold and wide, position the insertion point on the *C in Cosmos* and choose Print Bold from the Style menu. Then choose Print Wide. Remember to insert both style markers again after the last *s in Cosmos* to cancel the effects of both Bold and Wide.

You'll find it helpful to make notes of which styles worked in combination. By combining printer styles, you increase the ways to enhance the appearnce of your text.

## DRAFT QUALITY

All of your printouts to this point have used the High Quality option. This method produces enhanced printouts, but is also slower due to the styles used.

There are times when you are not concerned with seeing the styles and just want a fast printout. This is when you'll want to use MouseWrite's Draft Quality option.

**Choose Print Document in the File Menu. Click on Draft Quality. Click OK to begin printing.**

The PRINTER TEST document is printed. Notice that the printer did not pause, and the style markers were ignored. No frills, no thrills, just a rough draft of the document.

**ZOOM IN**
**ZOOM OUT**

If you've inserted a variety of style markers into your text, you may not remember which diamonds are which. Some are for bold print, some may be for wide print, and some may be carriage returns. How can you tell them apart? As usual, the simple answer is no more than a click away.

**Choose Zoom In in the Page menu.**

The diamonds are translated into their appropriate letters. Thus a diamond style marker that was for bold print, now appears as a highlighted B. Wide is now a highlighted W. Subscripts and superscripts are down and up arrows respectively. The Pause Printing sign is an hourglass. You can use the PRINTER TEST document to see what all of the style markers look like when zoomed in.

**Choose Zoom Out in the Page menu.**

You're back to diamonds again. Whether you prefer to be zoomed in or out is up to you. All commands are available in either case.

In fact, if you choose Startup & Disk Utilities in the MouseWrite menu, then choose the Printer menu, you can choose Show Returns When Zoomed Out. If there is no check mark before this choice, when you zoom out, only the printer style diamonds are shown. All return diamonds become invisible.

Therefore, depending on which you choose, you can see a few diamonds, all diamonds, or all highlighted letters. MouseWrite lets you see only what you want to see.

## CUSTOM PRINTER

If you have already selected your printer, you may skip this section and go to the final notes at the end of the chapter.

What's the matter, Bunky? You say you bought your printer at closeout prices, but when you tried to find software that used your printer codes, you found what closed out really meant?

If your printer was not shown on the Select a Printer menu, you just didn't look close enough. Whether you're printer is too old, too new, or too different, you may be able to use the Custom Printer option to get you going.

**Click to Close PRINTER TEST. Choose Startup & Disk Utilities in the MouseWrite menu.**

Since you are not using the clipboard at this time, click to Continue.

**Choose Set Custom Printer #1 from the Printer menu.**

The window titled Custom Printer #1 appears.

The first thing you'll want to do is give this printer table a name. There is a highlight box near the top right corner. Just as you did with the Find field, you must use the Delete key to erase the current title string.

**When you have done this, type in the following table name:**

How's that for originality? You can use any name you want, but this will do for now.

Here comes the tricky part. You have to open your printer manual and decide what options your printer actually offers. No matter how much you may want a style or option, if your printer manual doesn't mention it, wishing won't make it so.

Unfortunately, most printer manuals assume that you have a degree in advanced mathematics from M.I.T. That is, after you find the section on printer commands, and then you locate the reference to bold print, the manual might tell you that the command sequence to turn on bold print is Ascii code 27 and Ascii code 66. Or Chr$(27) + Chr$(66). Or hexa-this and deci-that.

Why do they use these arcane and obscure notations? Do they have any valid reason for such confusion? Or are they trying to perpetuate the "I had to learn it, you learn it" concept.

The simple truth is that you don't have a Chr$(27) key on your keyboard. You have an Escape key. If you look at the Ascii code chart included at the end of the MouseWrite User's Guide section, you'd see that Ascii code 66 is actually the letter B.

In other words, after the smoke clears, they are trying to tell you to press the Escape key and the B key.

This is only an example and is not intended to imply that your printer uses Escape B to do bold print. The point is that you may have to do some translating to find out what your printer manual really means.

**The information you are trying to find is simply this: what key, or sequence of keys, do you press to turn on or turn off a printer option or style?**

For now, you'll learn how to setup the table called YOUR PRINTER using sample codes only. When you have unlocked the mysteries of your printer manual, you can come back to this section and use the correct codes.

Assume that the sequence to turn on bold print is Escape B. You would position the pointer in the On column and click to the right of Bold. Then you would press the Escape key, release it, then press the B key and release.

You will see a highlighted left bracket followed by the letter B. The left bracket is highlighted to indicate the Escape key. If you pressed the left bracket key instead of the Escape key, it will not be highlighted and will not work.

Most printers also have a sequence to turn off a printer style or option. In our example, assume that Escape C turns off the bold print. You would position the pointer in the Off column and click opposite Bold in the menu.

Press the Escape key, release it, and press the C key.

That's all you have to do for a typical sequence that uses Escape followed by a letter. However, another common sequence uses control characters. That is, you press the Control key and the letter at the same time.

Suppose that Control-W turns on Wide print and Control-Y turns it off. You would position the insertion point in the On column next to Wide, and press the Control key and the W key at the same time.

The W is highlighted to indicate that it is a control character. If the letter is not highlighted, you probably *released* Control key before pressing the W key. This will not work.

Next you would place a Control-Y in the Off column. Again, if it is a control character, it must be highlighted.

Further down the menu are the High Quality and Draft Quality fields. Note that there is just one column, not a separate column for On and another for Off. This is because you choose the print quality before the printout, rather than embedding a style marker in the text. Therefore, you only need one sequence.

Suppose you find that your printer has an enhanced mode that can be used for High Quality printing. The sequence is Escape E.

You would place the insertion point to the right of the High Quality field, and click. Then you'd press the Escape key, followed by the E key.

The last field shown is the Init String field. A few printers need a specific sequence before starting any printing. This is the printer initialization string. Its effect is to set all styles and options to normal, including printing ten characters per inch and six lines per inch.

Perhaps the most common initialization string is the Control-I 80 N sequence. You would position the insertion point to the right of the Init String field and click. Then you would press the Control and I keys simultaneously, then release them, then type 80N. The I would be highlighted and the 80N would appear as normal.

Don't worry if you have not used such a string with your printer before. Your printer probably doesn't need one.

Having entered the style commands that your printer supports, you would click to close the window. Then choose Return to MouseWrite in the File menu.

To test your custom printer table, you need to choose it from the Select a Printer menu. Note that YOUR PRINTER is now shown instead of Custom Printer #1.

Now you should open the document called PRINTER TEST and repeat the steps from that section of this chapter.

## FINAL NOTES

You've learned how to pause the printer and change print styles in the document.

You learned the difference between High Quality and Draft Quality printing, and how to create your own custom printer table.

You learned about zooming in and zooming out and how to see or not see diamonds and highlighted letters used for style markers.

Finally, you enhanced Carl's paragraph using billions and billions of print style combinations. That makes you a print star.

CHAPTER 8

# FORMATTING TEXT

## INTRODUCTION

The previous chapter discussed changing the style of text. This chapter is about formatting the text on the page.

You'll learn about text justification, and how to choose left, right or fill justified text. You'll learn how to center text for titles, letterheads, and so on.

Line spacing is also part of text formatting, and you'll use the commands to single, double, or triple space the text.

You also learn how to specify the beginning of a new page.

When you're done, you'll know how to place words, sentences, and paragraphs just about anywhere you want. As Senator Ustes Mugwump points out, it not always what you say, but where you say it that counts.

## FORMATTING TEXT

When you decide where and how the text will be placed on the page, you are making decisions about the text format.

There are eight new commands to learn in this chapter. That sounds like a lot to absorb but it isn't. The formatting commands are among the easiest to use because all you have to do is place them in the text and MouseWrite will do the rest.

You can change the alignment of your text and the line spacing at any place in your document. You can even have MouseWrite stop printing anywhere on one page and then advance to a new page to continue printing.

Text usually begins in the left margin on every line, whereas the right edge may vary due to the length of the words at the right margin. This is the most common format. It is known as left justified text because the text is aligned on the left side.

Depending on the document you're working on, you may want to change the format of the text so that it is aligned on the right edge but not on the left. This is called right justified text, and is the least common format.

You can choose to have your text aligned on both sides without any ragged edges. This highly formatted text is called fill justified because MouseWrite starts your text at the left margin and fills in enough blank spaces between the words so that the text is aligned at the right margin also.

If you center the text on the page for titles or letterheads, you're also formatting the text.

When you center or justify text, you are formatting between the left and right margins. You can also adjust the format between the top and bottom margins by changing the line spacing. MouseWrite lets you specify single, double or triple line spacing, and of course, you can change spacing at any place in your document.

**USTES**

There is a special MouseWrite document which will demonstrate how and when to use the formatting commands. You'll also learn from Senator Ustes Mugwump about the value of formatting. After all, seeing is believing.

**Open the existing document called USTES.**

The document appears as follows.

```
Senator Ustes Mugwump
Washington, D.C.

Dear Supporter,

Some of my detractors claim I represent only the Liberal
side of every issue, and that I unwittingly waste our
nation's resources.

There are those who believe that I lean toward the other
side of the spectrum, and that my Conservative nature makes
me wary of needless expenditures.

The truth is that any politician worth his weight in
campaign donations can cover both sides of an issue. I'll do
my best to maintain that tradition.

Sincerely,
U. Mugwump
```

There is nothing particularly unusual about the document, but with the help of a few well-placed format commands, you'll see why the Senator satisfies all of his constituents.

To get the full effect of these commands, you'll want to see what they are when you place them in the text. In other words, it's time to zoom in.

**Choose Zoom In in the Page menu.**

Now you can see all of the carriage return markers.

## CENTER TEXT

The first format change will be to center the Senator's name and address to create a letterhead.

**Position the insertion point on the return marker after the *p in Mugwump*, then click.**

**Choose Center Text in the Page menu.**

The Senator's name is immediately centered between the left and right margins. The city also needs to be centered.

**Click on the return marker to the right of Washington D.C.**

**Choose Center Text in the Page menu.**

That's the fastest Washington D.C. has ever moved.

## LEFT JUSTIFY

Because of the content of the first paragraph, it's only natural that you would want it left justified.

**Position the insertion point on the return marker directly above *Some* in the first paragraph, then click.**

**Choose Left Justify Text in the Page menu.**

Since you have zoomed in, you now see a highlighted *L* at the insertion point. This marks the beginning of left justified text.

Unlike the Center Text command, the other format commands do not move the text on the screen. This would waste memory and effect the length of your documents. Therefore, the highlighted letters appear as sign posts to remind you of any format change you have made.

## TRIPLE SPACING

The Senator mentions waste, so this is an opportune time to add triple spacing the to the document.

The insertion point should be directly to the right of the highlighted *L*. If it is not, position the pointer there and click.

**Choose Triple Space in the Page menu.**

A highlighted *3* appears to mark the beginning of triple spacing. You can use format commands in combination. The highlighted *L* and *3* will produce a left justified, triple spaced text format.

Format commands remain in effect until a different justification or line spacing marker is specified.

## RIGHT JUSTIFY

In the second paragraph, the Senator shifts his position. It's time for another format change.

**Click the pointer on the return marker directly above *There* in the second paragraph.**

**Choose Right Justify Text in the Page menu.**

A highlighted *R* appears to mark the beginning of the new justify format. The tone of the second paragraph also demands a line spacing change.

**SINGLE SPACING**

**With the insertion point to the right of the *R*, choose Single Space in the Page menu.**

A highlighted *1* appears to mark the beginning of single spacing.

**FILL JUSTIFY**

The last paragraph gives Mugwump the chance to show his true colors. Since he can sit on both sides of the fence, it's an ideal time to fill justify the last paragraph.

**Position the pointer on the return marker above *The* at the beginning of the last paragraph, and click.**

**Choose Fill Justify Text in the Page menu.**

A highlighted *F* appears.

**DOUBLE SPACING**

Ustes needs to change the line spacing again for a more middle-of-the-road appearance.

**With the insertion point to the right of the highlighted *F*, choose Double Space in the Page menu.**

A highlighted *2* marks the beginning of double spacing.

## NEW PAGE

Although Mugwump never has much to say, that doesn't stop him from using another page whenever he can.

**The insertion point should be to the right of the highlighted *F* and *2* markers. Choose New Page in the Page menu.**

A highlighted *P* appears to notify MouseWrite to stop printing on this page and advance to the next page.

This command is useful when you are ending a chapter in the middle of a page. You do not have to start a new document just because you are starting a new page. Simply place a New Page format marker in the text, and MouseWrite will handle the rest.

## THE PROOF IS IN THE PRINTING

Now that you have used all of the format commands, print the document and see for yourself.

**Choose Print Document from the File menu.**

## FINAL NOTES

That's all there is to formatting text. Decide what looks best, then place a format marker in you document.

Words are the tools used to communicate ideas. But sometimes the form may be as important as the content.

Mugwump proves that every time he gets re-elected.

CHAPTER 9

# CHANGING PAGE FORMATS

## INTRODUCTION

This chapter is also about formatting. But instead of formatting text, you'll be concerned with the overall layout of the page. You're going to learn how to do a page setup.

You'll learn how to use the Page Setup window to help you define the various boundaries on the page. When you're done, MouseWrite will put everything in its proper place according to your page setup.

You'll decide where the text should begin on your page by setting the top margin. You can change the page length by setting the bottom margin.

You have already learned how to change the left margin. This chapter will show you how to set the page indentation.

You will also learn how to use headers and footers. These are automatically printed at the top or bottom of every page.

Finally, you'll learn all of this while you discover Everything You Need to Know About Space.

## EVERY INCH COUNTS

In Chapter Two, you learned to use the About MouseWrite window to analyze the current text in the document. You may recall that it calculates the number of lines in the document, and the number of lines remaining in memory.

However, the number of lines per inch that a printer prints can vary. The most common setting is six lines per inch. If your printer is capable of other values per inch, you could create a custom printer table to change the number of lines per inch with a style marker.

The point of all this is that there is no standard for number of lines per page. But with the Page Setup window, you can define all of the margins that determine your page format.

## PAGE SETUP

**Open a new document and choose Page Setup in the Page Menu.**

The Page Setup window appears showing the six categories that you can use to set the page format.

You have already become accustomed to using the ruler at the top of the desktop. The ruler uses inches as the standard of measurement. Perhaps someday it will be metric, but for now, most people understand inches.

When you buy paper for your printer, do you ask for paper that is 80 columns wide by 66 lines long? Of course not. Standard paper is referred to as 8.5 inches wide by 11 inches long.

Therefore, the dimensions used in the Page Setup window are in inches. Because that's what people understand.

There are two categories, Page Header and Page Footer, that you'll learn to use later.

## MARGIN LIMITS

The Page Setup window already has a set of default values. The Top Margin is set for 1.5 inches, the Bottom Margin is set for 10.0 inches, and so on.

You can change any of these values, but there are some limitations.

To the right of Top Margin are two boxes. The arrows in the boxes indicate the direction you are moving the margin, either higher or lower on the page.

You can use the pointer to click on the arrows or you can use the keyboard to change the values. For example, to make the Page Header value higher, press open apple 1. To lower the value, press closed apple 1. Therefore, the open apple key followed by the item number will change the values in the first column. The closed apple key and item number changes the values in the second column.

**Position the pointer in the Top Margin Higher box and click the mouse button.**

The value changes from 1.5 to 1.3.

**Click the button once again.**

The value changes to 1.1.

**Click once more.**

Notice that the value did not change this time. The movement of any margin is limited by its relation to other margins. In this case, the Page Header is set for 1.0 inches. Since the Page Header is the highest margin on the page, MouseWrite won't allow you to move the Top Margin any higher.

This does not mean that 1.1 inches is the limit for the Top Margin. In order to move the Top Margin higher, you would first have to move the Page Header higher.

**Click in the Top Margin Lower box until you have reset the value to 1.5 inches.**

You are not limited to single clicks in these arrow boxes. You can also press the button until you reach the desired value, then release.

Obviously there are minimum limits to the location of the Page Header and Top Margin. The maximum value for Page Length is 16.5 inches. Thus, you can use the Higher/Lower or Shorter/Longer arrow boxes to adjust the Page Header, Page Footer, Top or Bottom Margins within these values.

## INDENTATION

Some people think that because they have an 80 column display, their text should be 80 columns wide. However, most printers print ten characters per inch. If you typed 80 characters per line including spaces, your text would be eight inches wide.

Since your paper is only 8 ½ inches wide, you would have approximately ¼ inch margins on either side of your text. All of the sample text you've used so far has been six inches wide. This will allow you plenty of room for margins on either side of your text.

The last category is Indentation. The default value is 0.0. This means your text will be printed at the left edge of the page. Unless you have changed the indentation value, you're page will look a little odd with six inches of text on the left side of the paper followed by 2.5 inches of right margin.

Therefore, in most cases, you'll want to indent an inch or so to balance the text on the page.

## PAGE HEADERS

A page header is any text that is printed at the top of every page in a document. A page header can identify the name of a chapter, the name of a book, the page number, and so on.

**Click in the Yes box to the right of Page Header.**

A small window appears at the bottom of the Page Setup window. This is where you will type the text for your page header. A highlighted box is located at the left margin of the window. This highlighted box operates in the same manner as the highlighted box in the Find menu. That is, as you type, your text is displayed. If you make a mistake or you wish to change your page header, you must use the Delete key to erase the text, not the arrow keys. Use the arrow keys for movement only.

**With the highlight box at the left margin, type the following text:**

```
SPACE
```

**Use the space bar or arrow key to move the highlight box toward the right margin. Leave enough space for the following:**

```
Chapter 1
```

**When you have done this, click the close box on the Page Header window.**

The Yes box is now highlighted to indicate that the Page Header option is active. If you clicked the No box, the Page Header would not be printed. For now, leave the Yes box highlighted.

## PAGE FOOTERS

**Click in the Page Footer Yes box to open the window.**

You can also put text anywhere in the Page Footer window, or you can use it for page numbering.

**To have a centered page number, use the space bar to move the highlight box until it is under the F in Footer. Type the following:**

```
#1
```

The pound (#) sign marks the point at which the number will be printed on the page.

The number—1 in this case—is the number MouseWrite will use to begin numbering the pages of your document. You'll learn more about MouseWrite's page numbering options later.

**After you have entered the #1, click to close the Page Footer box.**

The Page Footer Yes box is highlighted.

**If you have changed any of the values in the Higher/Lower or Shorter/Longer boxes, return them to their original values now.**

For reference, the original settings are as follows:

| | |
|---|---|
| Page Header | 1.0 |
| Top Margin | 1.5 |
| Bottom Margin | 10.0 |
| Page Footer | 10.5 |
| Page Length | 11.0 |
| Indentation | 0.0 |

**When you have set all the values, click OK at the bottom of the Page Setup window.**

## PERMANENT PAGE SETUP

When you have used MouseWrite for some time, you may find that you want different settings than the original values shown. You can change these values and have MouseWrite use them instead as the standard setup.

To do this, you would choose Startup & Disk Utilities in the MouseWrite menu. Then choose the Page menu. A window opens to let you set the values that MouseWrite will use at startup. There are no header or footer text windows since this changes with each document.

There are other menu items beside Page which you can use to specify additional startup conditions such as disk drive slot number, printer slot, and standard printer. Once you have set any of these menu items, MouseWrite will always use them at startup. They can be changed again at any time.

**Close any opened documents to clear the desktop. It's demonstration time.**

SPACE

Once again, there is a special document that will help you experiment with the Page Setup window.

**Open the existing document called SPACE.**

This document not only provides hours of interesting reading about the history of our space program, but also serves as a visual aid for page formatting.

Note that the lines are numbered in the document. When you change the top and bottom margins, you are changing the number of lines per page.

**Print the document called SPACE using the original settings.**

Now that you know what the results of the original values look like, experiment with different settings until you find the values that work best for you.

When you find a set of values that you like, write them down so you'll be able to use them as often as you want.

You're probably wondering if you have to use the Page Setup menu every time you want to print a document. The simple answer is that when you save a document, MouseWrite not only saves the text, but all information about the page setup so that the document will appear exactly as it was when you last saved it.

## FINAL NOTES

You're fast becoming a MouseWrite expert. You've learned to use the Page Setup menu and all of its options.

You have tried various settings for margins, indentations, headers, and footers to find the best combination for you and your printer.

Finally, if you read the text carefully, you shouldn't have a case of the blahs.

CHAPTER 10

# USING THE CLOCK

## INTRODUCTION

This chapter will introduce you to two of MouseWrite's special features—the Clock and the Puzzle.

You'll learn how to set the hours and minutes. You'll learn how to change from AM to PM and back again.

You'll learn how to set the day, month, and year.

You'll learn the advantages of having the MouseWrite Clock when you're writing.

You'll also learn the advantages of having the MouseWrite Puzzle when you're writing.

You will not be given the time for the Clock, and you will not be given the solution for the Puzzle.

Wait! Before you skip this chapter because you don't have a hardware clock card in your Apple, MouseWrite has a message for you.

**Whether you have an Apple //e or //c, you do not need a clock card to use MouseWrite's Clock.**

Here is another important message.

**If you have a clock card in your Apple //e, MouseWrite will work fine with it too. You won't have to set the time or date. However, you will want to learn how to set the alarm, so you can skip to that section of the chapter if you want.**

There are many reasons why the Clock can be a real asset when you're using MouseWrite.

For example, the Clock keeps track of every time you save a document.

When you have opened various documents, you may have noticed the information to the right of the document name. The first numbers indicate the size of the document. Then the date and time when the document was last modified are shown.

Suppose you have a document called CHICKEN and another called EGG. The Clock could tell you which came first.

The Clock is another of MouseWrite's windows. Since you can have more than one window on the desktop, you can have the clock on display any time you want.

By slightly reducing the document window size, you can see the clock and your document at the same time.

Finally, you can use the alarm on the Clock to remind you when it's time to go to lunch, call your boss, take the roast out of the oven, pick up the kids, or go to bed.

## THE CLOCK

It's time to get started.

**Clear the desktop and choose Clock in the MouseWrite menu.**

The Clock window appears. The seconds begin ticking. However, you are interested in real time, not elapsed time.

**Click the diamond-shaped push button in the Clock window.**

The Set Time Set Alarm window appears.

Remember, if you have an Apple //e with a clock card in it, you do not have to set the time or date.

Below each field in the window is a diamond-shaped push button. To set each field, you position the pointer on the push button and either click or press until you reach the desired value.

Don't worry if you pass a value. All of the fields will cycle around again to give you another chance.

If you find that the rate of the push button is too fast, MouseWrite has an option to adjust the repeat rate.

## SETTING THE PUSH BUTTON REPEAT RATE

**Close all windows and clear the desktop.**

**Choose Startup & Disk Utilities in the MouseWrite menu.**

**Choose Set Push-Button Repeat Rate in the Window menu.**

The repeat rate is on a scale of one to ten. Press the push button until you reach the desired rate. You can return and change this rate at any time.

**When you're done, click to close and choose Return to MouseWrite in the File menu.**

**Choose Clock again in the MouseWrite menu, and click on the push button to open the Set Time Set Alarm window.**

### SET DATE

The month, day, and year fields are on the bottom left of the window. Each field has an appropriate maximum value before it recycles. The maximum value for the day field depends on the value in the month field. Thirty days hath September, April, June and November, and so on. February has a maximum value of 28. You're on your own in Leap years.

The year field cycles from 80 to 99. After 1999, call Roger Wagner Publishing for information on updating to MouseWrite 2000.

**Press the buttons to set the month, day, and year.**

### SET TIME

The hour, minute, and second fields also cycle and operate in the same manner.

**Press the buttons to set the hour, minute, and seconds.**

As you use the clock more and more, you may find that you don't need to be accurate to the second. But it's there for you to set if you wish.

**SET AM - PM**

**Click the push button to choose either AM or PM.**

You'll set the alarm in a few minutes. Be patient.

**Click to close the Set Time Set Alarm window. Drag the Clock window around the desktop.**

**When you're done wasting time, drag the Clock and place it in the upper right corner of the desktop.**

**WHAT TIME IS IT?**

**Open a new document.**

The Clock is covered. What good is a Clock if you can't see it?

**Use the Grow Box to move the right side of the document window until the thin line is about 2 dots to the right of the 6" marker on the ruler. Release the button.**

You should be able to see the clock again. With this setup, you can have a standard 6" document window open and see the Clock at the same time.

**Type anything in the window and note that the Clock continues to tick away.**

**SET ALARM**

**Click on the Clock to make it the active window, then click the push button.**

The Set Time Set Alarm window reappears. The values are those that were shown when you clicked to close this window. The values will be updated when you click any push button in the window.

**Set the time on the alarm for about two minutes from now. Click the On box to set the alarm.**

**When you have set the alarm, click to close the window.**

While you are waiting for the alarm, choose a few menus and note that the Clock stops during this process. However, when you release the button, the Clock updates itself. This same update sequence happens when you are using the disk drive to open, save, delete, and so on. The Clock continues to keep track of the time and updates itself automatically.

Continue to select menus until the alarm sounds.

**Note that it is not a continuous alarm. MouseWrite squeaks at you whenever you do anything except type. It squeaks if you move the insertion point. It squeaks if you select text, or choose a menu, or move a window, or whatever. It will squeak but not disable any command. So you can ignore it if you want, but it won't go away unless you turn it off.**

**Open the Set Time Set Alarm window and push the Off button, then click to close.**

## THE PUZZLE

**Choose Play Puzzle in the MousWrite menu.**

The Puzzle appears in the middle of the desktop. Notice that the letters from A to O are in squares. There is one empty square.

**Click on any letter that is adjacent to the empty square.**

The letter that you clicked on moves to the empty square. Therefore, the idea of the Puzzle is to click and move the letters until they are in alphabetical order with A at the top left and the empty square at the bottom right.

When you get all of the letters in the proper squares, you will see a display of video pyrotechnics comparable to the best 4th of July celebration. Well, the Puzzle will flash a few times anyway to signal your accomplishment.

You may ask why there is a Puzzle in MouseWrite. Good question. Some of the possible reasons are:

1) To review the order of the first fifteen letters of the alphabet.

2) To improve your manual dexterity.

3) To pass the time while you are waiting for the alarm to go off.

As valid as these reasons are, the truth is that the Puzzle is there because it is fun.

There are times when you will experience writer's block and the words stop flowing. The harder you try, the less likely you will be able to break the log jam in your mind. You need to focus on something trivial for a few moments to help you relax.

Think of the Puzzle as mental floss.

## FINAL NOTES

That's all for now. You've learned all about the Clock. How to set the time. How to set the alarm. How to move the Clock so you can see it.

You've also learned how to play with the Puzzle.

Looks like you've had a good time.

CHAPTER 11

# SPECIAL PAGE ENHANCEMENTS

## INTRODUCTION

This is the last chapter and you have just a few more things to learn.

You'll learn about the Show Pages command, how to use title pages and page numbering, and you'll even learn a simple technique to put the current time and date in your headers and footers.

Finally, you'll get a short commercial for the Using MouseWrite and MouseWrite Reference sections.

## SHOW PAGES

Wouldn't it be great if MouseWrite could show you exactly where each new page begins? Wouldn't it be great if you just pulled down a menu and chose a command that would highlight the first line of each page?

Of course it would, and of course MouseWrite can. In order to see the page boundary, you'll need a document that is longer than one page. This calls for a return to SPACE.

**Open the document called SPACE. Choose Show Pages in the Page menu.**

The command always moves you to the beginning of the document, which, as you know by now, is a good place to start.

The vertical scroll bar can be used to scroll through the document. You can use either the scroll arrows or the scroll box to do this. If you click inside the document window or insert text, the command is canceled.

**With the pointer on the down scroll arrow, press the button until the text begins to scroll.**

**Continue pressing until the new page highlight bar scrolls into the document window.**

Again, the highlight bar marks the line in the document which will be the first line on the new page. You can change the top and bottom margins in the Page Setup window and then see the effect of the change by using Show Pages.

Click anywhere in the document window and the highlighted bar disappears.

## TITLE PAGE

Headers, footers, and page numbers are nice additions to a page format. However, there are times when you do not want these to appear on the first page of your document. All you have to do is use Title Page in the Page menu and you're done.

If you remember, you added a header and a footer to the SPACE document. You can verify this by checking the Page Setup window or looking at your printout of SPACE.

**Choose the Page menu and locate the Title Page command.**

Note that there is no check mark before the command.

**Choose Title Page.**

Now go back and locate the command and you will see a check mark to the left of Title Page. If you choose it again, the check mark would disappear.

When the check mark is present, your headers and footers will not be printed on the first page of your document. They will appear on all succeeding pages.

**With the check on Title Page, print SPACE and note the effect of the command.**

## PAGE NUMBERING

**Choose Page Setup in the Page menu and click to display the footer window.**

You had placed the # sign below the *F in Footer* and a 1 after it. When you first printed SPACE, the page number 1 was printed on the first page, and 2 was printed on the second page.

If you specify a number after the # sign, MouseWrite will always use it as the first page number for that document.

**If you don't follow the # sign with a number, MouseWrite will do one of two things.**

**If this is the first document being printed, the page numbering will begin with the number 1.**

**If you have already printed a document that used page numbers, the numbering will continue from where the last document left off.**

This is a nice feature if you have a series of documents that you want numbered in succession. Place a # sign and number in the first document, and use just the # sign in the following documents.

## DATE AND TIME IN HEADERS AND FOOTERS

Suppose you print a ten page document. A few minutes later you make a couple of minor changes and print it again. The phone rings and it's Mom. Somehow she got your phone number after all, and she never talks for less than an hour.

In any case, when you return to your work, how can you tell which is the latest printout?

If you had put a time marker in the header or footer, you could tell in a glance.

In order to use this feature, your clock must be active. If it is not, choose Clock and set the time and date before proceeding.

**Click to display the Header window. Use the Delete key to erase all text in the window.**

**With the highlight box in the left corner of the window, type the @ sign.**

The @ sign is the date marker for headers or footers, and can be placed anywhere in the window. You can also combine it with text in these windows.

**Click to display the Footer window. Use the Delete key to erase all text in the window.**

**With the highlight box in the left corner of the window, type the % sign.**

The % sign is the time marker for headers or footers, and can be placed anywhere in the window, and can also be combined with text.

**Print the document called SPACE and note that the date appears in the header and the time appears in the footer.**

Try various combinations of the date marker, time marker, and text in the header or footer windows. This is the final feature and it's a fun one.

## WHERE TO GO FOR MORE INFO

The following pages contain the two special sections called Using MouseWrite and MouseWrite Reference. Since you are now an accomplished MouseWrite user, these sections are for you.

You'll find details on all of the menus and commands, a glossary of terms used in MouseWrite, printer style specifications, and yes, even an Ascii Character chart in case your printer manual doesn't have one.

Considering what you already know, these sections should answer any other question you might have.

## FINAL NOTES

This is the last chapter.

You learned about showing pages, title pages, page numbering, and how to put the date and time in your headers and footers.

When you started, there was a lot to learn. Now you are on your own to explore the countless ways to use MouseWrite.

This is the last chapter, but it is just the beginning.

CHAPTER 12

# USING MouseWrite

## INTRODUCTION

This chapter provides detailed, step by step instructions for all of the procedures one may need while using MouseWrite.

It is used as a working reference guide while writing with MouseWrite.

## SUMMARY OF MOUSE TECHNIQUES

**To Click.**

Position the Mouse pointer on what you want to select or activate. Click the Mouse button and quickly release it.

**To Press.**

Position the Mouse pointer on what you want to press on. Press and hold down the mouse button.

The effects of pressing remain in effect until you release the mouse button, or until you reach the limit of the feature you are using. For example, the effects of pressing on an arrow in a scroll bar stop when the window displays the top (or bottom) of the document.

**To Drag.**

Position the Mouse pointer on something. Press and hold down the mouse button and then move the mouse. Release the mouse button when dragging is completed.

You can cancel a drag by moving the mouse back to the position the drag started at, or if in a menu by moving off of the menu.

**To Apple-Click.**

Make a selection of text, or simply click.

Hold down either Apple key and click where you want the selection to end (or to begin if selecting backwards).

The scroll bars and/or move commands may be used to move to the end of the selection if the window does not display the desired end of the selection.

## SCROLLING

**One line up or down.**

Use the arrow keys located on the keyboard to scroll up or down one line.

You can also click on the appropriate arrow at the top or bottom of the scroll bar.

**Continuously line by line.**

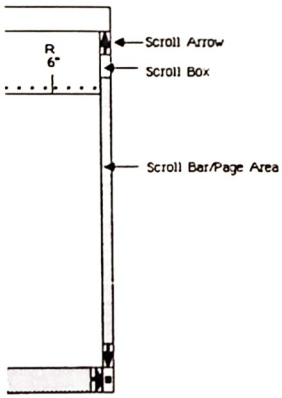
Hold down the arrow keys located on the keyboard to scroll continuously.

You can also press on the appropriate arrow at the top or bottom of the scroll bar.

**To Scroll by the Windowful.**

Click in the shaded area above or below the scroll box in the scroll bar.

You can also press the Open Apple and one of the arrow keys on the keyboard to scroll by the windowful. Open Apple Up arrow to scroll up a window, etc.



**Beginning or End of document.**

Choose Move to Beginning (or Move to End) from the Move menu.

You may also drag the scroll box to the top or bottom of the scroll bar.

**Any part of a long document.**

Drag the scroll box to the place in the scroll bar that approximates the location of the text in the document.

Think of the scroll bar as representing the entire length of the document. If you want to see the middle of the document, drag the scroll box to the middle of the scroll bar.

**Sideways Scrolling.**

Click on the right or left arrows on the horizontal scroll bar at the bottom of the window. If the entire document width is displayed in the window, this will have no effect.

To continuously scroll sideways, press on the right or left arrow.

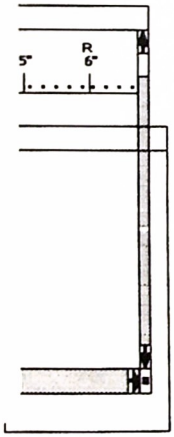
## WORKING WITH WINDOWS

**To move a window.**

Move the mouse pointer to any point in the bar at the top of the window (except the close box) which contains the window's title.

Drag the outline of the window to a new location and release the mouse button. The window will place itself in the new position when the mouse button is released.

You can also choose Drag Top Window from the Windows menu. Use the arrow keys on the keyboard to move the window. Press Return when done, or ESC to cancel the command.




**To change the size of a window.**

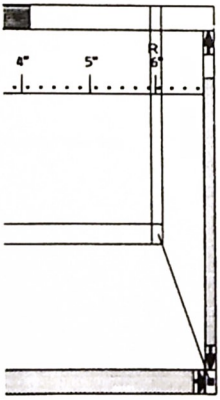
First activate the window by clicking in it.

Move the mouse pointer to the bottom right corner of the window, the grow box.

Drag the outline of the window until it is the size you desire. Release the mouse button and the window will re-size.

Dragging horizontally changes the windows width, dragging vertically changes the windows height, dragging diagonally changes both.

You can also choose Grow Top Window from the Windows menu. Use the arrow keys on the keyboard to move the window. Press Return when done, or ESC to cancel the command.

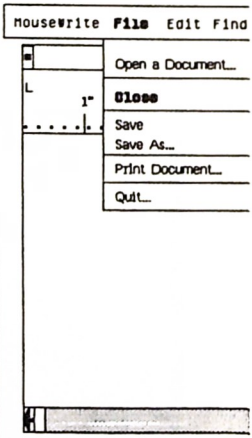



**To Close a Window.**

First activate the window by clicking in it.

Then click in the windows Close box.

You can also choose Close from the File menu.



## INSERTING AND OVERSTRIKING

**To insert text.**

Select an insertion point. Choose the Insert Cursor (the blinking vertical bar) from the Edit menu, and type.

**To insert a blank line.**

Select an insertion point.

If at the beginning or end of a paragraph, press Return once.

If in the middle of a line, press return twice, once to end the current paragraph, and once to skip a line.

**Using Overstrike to replace.**

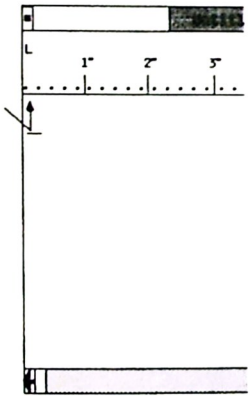
Select an insertion point. Choose the Overstrike cursor (the blinking horizontal bar) from the Edit menu and type.

The typed text will replace (overstrike) the existing text.

## SELECTING

**To select an Insertion point.**

Click where you want to insert or overstrike text, or Paste something.



**To select text.**

Drag from the beginning to the end of the text.

If you drag beyond the top or bottom of the window, the text will scroll within the window while it is being selected. If the document is wider than the window, dragging beyond the sides of the window will scroll text while it is being selected.

**To select large portions of text.**

Click at one end of the text to be selected.

Move to the other end, using the Move menu or the scroll bars if required.

Hold down either Apple key and click on, or drag to the end of the selection.

**To extend or shorten a completed selection.**

Hold down either Apple key and click on, or drag to the new end of the selection.

Think of an Apple-click as a continuation of a previously completed drag (or selection).

## REMOVING

**To remove with Cut.**

Select what's to be removed.

Choose Cut from the Edit menu. MouseWrite will place the Cut text on the clipboard. It will remain there until another Cut or a Copy is performed. Text on the clipboard may be Pasted anywhere in a document.

**To remove with the Delete key.**

Select an insertion point. Press the Delete key.

If using the Insert Cursor, the text to the right of the insertion point will be moved to the left, into the space removed by Delete (destructive backspace).

If using the Overstrike cursor, the text to the right of the insertion point will remain where it was (non-destructive backspace and delete).

**To remove a word.**

Select an insertion point.

Choose Delete Next Word from the edit menu.

**To remove a Return Character.**

Select the insertion point at the beginning of the line below the Return to be removed.

Press the Delete key.

## MOVING OR COPYING TEXT WITHIN A DOCUMENT

**Select what's to be moved or copied.**

**Choose Cut or Copy from the Edit menu.**

**Select a new insertion point where you want the contents of the clipboard put.**

**Choose Paste from the Edit menu.**

A copy of the contents of the clipboard will be inserted at the insertion point. The clipboard will retain a copy of the text also, allowing selection of another insertion point and another Paste.

## MOVING OR COPYING TEXT BETWEEN MouseWrite DOCUMENTS

**Select what's to be moved or copied.**

**Choose Cut or Copy from the Edit menu.**

**Close the current documents window (saving it first if desired).**

**Open the document you wish to Paste into, or Open a new document.**

Select the insertion point where the text on the clipboard is to be Pasted.

**Choose Paste from the Edit menu.**

The clipboard will retain a copy of the text also, allowing selection of another insertion point and another Paste.

## FINDING TEXT

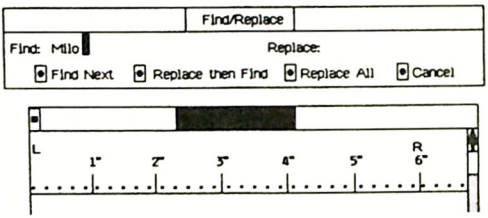
**Select an insertion point where you want to start finding text.**

**Choose Find/Replace from the Find menu.**

The Find/Replace window will open on the desktop.

**After "FIND:", type the characters you want MouseWrite to find.**

You may enter up to 30 characters, including Styles from the Style menu.



**Click the "FIND NEXT" button.**

The first occurrence of the text will be found and selected. If MouseWrite can't find the specified characters, it will beep. To find more occurrences of the specified characters, Click the "FIND NEXT" button again. The text that is found is selected, just as if it were selected by dragging the mouse.

**Click the "CANCEL" button to remove the Find/Replace window from the desktop.**

## FINDING AND REPLACING TEXT

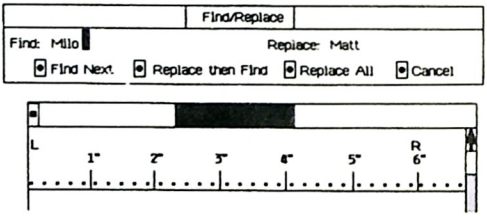
**Select an insertion point where you want to start finding text.**

**Choose Find/Replace from the Find menu.**

The Find/Replace window will be opened on the desktop.

**After "FIND:", type the characters you want MouseWrite to find.**

You may enter up to 30 characters, including Styles from the Style menu. Click to the right of "REPLACE:" (or press the TAB key) and type the characters you want MouseWrite to replace with.



**Click the "FIND NEXT" button.**

You can then Click the "REPLACE THEN FIND" button to replace the selected text, the next occurrence of the text will then be found.

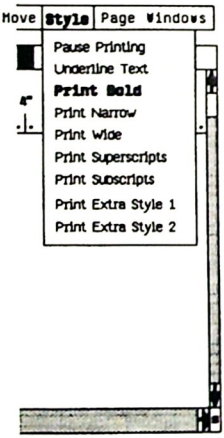
**To replace every occurrence in the document.**

Click the "REPLACE ALL" button.

**Click the "CANCEL" button when done.**

## CHANGING THE STYLE DURING TEXT ENTRY

**Choose the desired style from the Style menu.**




**A diamond will be inserted into the text at the insertion point.**

The diamond represents a printer Style Character. Placing the insertion point on the diamond will reveal its function. During printing the printer will print all subsequent characters in the chosen style.

**To turn off a style.**

Choose the style from the Style menu again, at the appropriate point in the text. Another diamond will be inserted into the text marking the point where the style was turned off.

## CHANGING THE STYLE DURING EDITING OF A DOCUMENT

**Select the text to be printed in the desired style.**

**Choose the desired style from the style menu.**

The selected text will have the appropriate style characters inserted before and after the selected text.

**To remove a style.**

Place the insertion point after the first style character and press Delete.

Then place the insertion point after the last style character and press Delete.

## CHANGING THE RULER SETTINGS

**To set or clear a Tab stop.**

To set a new Tab stop, Click on the bottom line of the ruler at the desired position. A diamond will appear in the ruler representing a new Tab stop.

To clear an existing Tab stop. Click on the diamond that represents the tab stop to be removed.

**To change the left margin.**

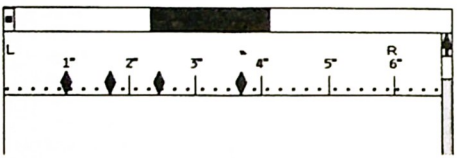
Drag the left margin marker (the "L" on the top line of the ruler) to a new position.

The paragraph the insertion point is in will then realign itself with the new left margin, from the line the insertion point is in to the end of the paragraph.

**To change the right margin.**

Drag the right margin marker (the "R" on the top line of the ruler) to a new position.

The document will then realign itself with the new right margin.



## CHANGING THE FORMAT

**While You Type.**

Select an insertion point.

Drag the left margins to the desired location. Type the new text.

**Changing the Format of Existing Text.**

Select an insertion point.

Drag the left margin to the desired location. The paragraph containing the insertion point will align itself with the new left margin from the line the insertion point is on to the end of the paragraph.

**To create hanging and bulleted paragraphs.**

Place the insertion point on the second line of the paragraph and then drag the left margin marker to a new position to the right of the original left margin.

Subsequent hanging paragraphs can be created by placing the insertion point on the second line of the paragraph and then clicking on the left margin marker.

To create bulleted paragraphs:

Place the insertion point on the first line of a paragraph and drag the left margin marker to a new location.

Move the insertion point to the second line of the paragraph and then drag the left margin marker to a new location to the right of the first lines' left margin.

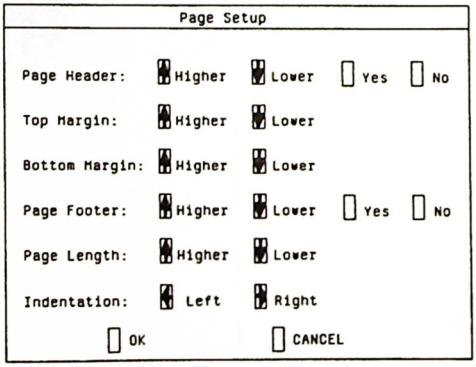
## CHANGING MARGINS, PAGE SETTINGS, INDENTATION

**Choose Page Setup from the Page menu.**

**Press the appropriate arrow in the page setup window.**

Press either the UP or DOWN arrow for desired item: Top, Bottom margin, Page length, Header or Footer location, Indentation. The numbers to the left of the arrows will change indicating, in inches, where the document will be printed.

**Close the Page Setup window when done.**



## CREATING HEADERS AND FOOTERS

**Select Page Setup from the Page menu.**

Press the "YES" button for header or footer.

A window will be placed on the desktop.

**Type the desired header or footer into the window choosing styles from the Style menu if required.**

**Click on the window's close box when done.**

## TO AUTOMATICALLY NUMBER PAGES

**Select Page Setup from the Page menu.**

Press the "YES" button for header or footer.

A window will be placed on the desktop.

**Type the desired header or footer into the window.**

**To have MouseWrite automatically number the pages.**

Type a pound sign (#) somewhere in the header or footer window, followed by the number you wish page numbering to start on. When the document is printed, MouseWrite will replace the pound sign with the current page number.

## TO PUT THE TIME IN THE DOCUMENT.

**Select Page Setup from the Page menu.**

Press the "YES" button for header or footer.

A window will be placed on the desktop.

**Type the desired header or footer into the window.**

**Type a percent sign (%)** somewhere in the header or footer window.

MouseWrite will get the current time from the Clock window and will replace the percent sign with it.

## TO AUTOMATICALLY DATE THE DOCUMENT

**Select Page Setup from the Page menu.**

Press the "YES" button for header or footer.

A window will be placed on the desktop.

**Type the desired header or footer into the window.**

**Type an at sign (@)** somewhere in the header or footer window.

MouseWrite will get the current date from the Clock window and will replace the at sign with it.

The date, time and/or page numbers may be placed anywhere within the header and/or footer windows. They may be intermixed with the text of the header/footer to create different effects.

## SPECIAL PAGE FORMATTING COMMANDS

**Inserting a Page Break.**

Select an insertion point where a page break is desired.

Select New Page from the PAGE menu.

**Using Title Pages.**

Choose Title Page from the Page menu.

A check mark will be shown to the left of "TITLE PAGE" when the Page menu is chosen again.

When TITLE PAGE is checked no headers or footers will be printed on the first page of the document. Headers and footers will be printed on all subsequent pages.

## CHANGING LINE SPACING

**Choose the appropriate line spacing from the Page menu.**

**A Style character will be inserted at the insertion point.**

Line spacing may be changed throughout the document whenever it is required. The spacing in the document window will remain unchanged.

**When the document is printed, line spacing changes take effect.**

## CHANGING LINE JUSTIFICATION

**Choose the justification type from the Page menu.**

**A Style character will be inserted at the insertion point.**

Justification may be changed throughout the document whenever it is required. The justification in the document window will remain unchanged.

**When the document is printed, justification takes affect.**

## CENTERING LINES OF TEXT

**Select an insertion point on the line of text to be centered.**

**Choose Center Text from the Page menu.**

The line will be centered in the document window. Selections of text cannot be centered.

**To center multiple lines do this procedure for each line.**

## ZOOMING IN AND OUT

**Select Zoom In from the Page menu:**

This command will turn all of the Style characters in the document into highlighted letters which indicate the styles they represent.

The highlighted letters are the first letter of the style they represent, except for Superscripts, which is an up arrow; Subscripts, which is a down arrow; and Pause Printing, which is an hourglass.

**Select Zoom Out from the Page menu:**

This command will turn all of the highlighted Style characters back into diamonds.

## SAVING AN UNTITLED DOCUMENT

**Choose Save As from the File menu.**

**Type the name of the document.**

Only letters may be used for the first character of a document name. You may use letters, numbers, spaces or periods in the remainder of the name. The name can be up to 15 characters long.

Click Drive 1 or Drive 2 depending where you want the document stored.

**Click Save.**

If a document with the name you typed already exists on the disk you will be informed by a dialog box. Click Save Anyway if you wish to delete the existing document and replace it with the one you are saving. Click Cancel and choose Save As again to use a different name.

## SAVING A NAMED DOCUMENT

**Choose Save from the File menu.**

The document will immediately be saved in the location it was opened from, with the same name, as a MouseWrite type document.

## TO CHANGE THE LOCATION OF A DOCUMENT

**Choose Save as from the File menu.**

**Type the name of the document.**

Only letters may be used for the first character of a document name. You may use letters, numbers, spaces or periods in the remainder of the name. The name can be up to 15 characters long.

Click Drive 1 or Drive 2 depending where you want the document stored.

**Click Save.**

If a document with the name you typed already exists on the disk you will be informed by a dialog box. Click Save Anyway if you wish to delete the existing document and replace it with the one you are saving. Click Cancel and choose Save As again to use a different name.

## TO CHANGE THE NAME OF A DOCUMENT

**Select Save As from the File menu.**

**Type the name of the document.**

Only letters may be used for the first character of a document name. You may use letters, numbers, spaces or periods in the remainder of the name. The name can be up to 15 characters long.

Click Drive 1 or Drive 2 depending where you want the document stored.

**Click Save.**

If a document with the name you typed already exists on the disk you will be informed by a dialog box. Click Save Anyway if you wish to delete the existing document and replace it with the one you are saving. Click Cancel and choose Save As again to use a different name.

## TO CHANGE THE TYPE OF DOCUMENT

**Select Save As from the File menu.**

**Type the name of the document.**

Only letters may be used for the first character of a document name. You may use letters, numbers, spaces or periods in the remainder of the name. The name may be up to 15 characters long.

Click Drive 1 or Drive 2 depending where you want the document stored. Click on the type of document you want the document saved as.

**Click Save.**

If a document with the name you typed already exists on the disk you will be informed by a dialog box. Click Save Anyway if you wish to delete the existing document and replace it with the one you are saving. Click Cancel and choose Save As again to use a different name.

## TO SAVE PART OF A DOCUMENT

**Select the text to be saved.**

**Choose Save or Save As from the File menu.**

A dialog box will appear warning you that you are only saving part of the document. Click OK.

The Save As dialog box will be placed on the desktop.

Type the name of the document. Only letters may be used for the first character of a document name. You may use letters, numbers, spaces or periods in the remainder of the name. The name can be up to 15 characters long.

Click Drive 1 or Drive 2 depending where you want the document stored.

**Click Save.**

If a document with the name you typed already exists on the disk you will be informed by a dialog box. Click Save Anyway if you wish to delete the existing document and replace it with the one you are saving. Click Cancel and choose Save As again to use a different name.

## TYPES OF MouseWrite DOCUMENTS

**MouseWrite Document:**

This type of document is saved with all of the information MouseWrite maintains about a document. It saves the size and location of the window, the tab stops, the margin settings, the page settings, headers and footers, and the document itself. When the document is opened later, it will be placed back on the desktop exactly as it was when you saved it.

**Text Only:**

This type of document is sometimes called an ASCII Text File. MouseWrite will save only the text of each line in the document with a Return character at the end of each line. No other information is saved with the document. This type of file is useful for creating documents to be sent by electronic mail, to electronic bulletin boards, over a modem, for use with Basic programs or virtually any other type of program. MouseWrite will read these types of files also.

**For Other Word Processor:**

This type of document is similar to a Text Only document except Return characters are added only to the end of each paragraph. This type of document may easily be read by another word processor that will read "Text" files. MouseWrite will read these types of files also.

## OPENING A NEW MouseWrite DOCUMENT

**Activate the document window that's currently open, if necessary.**

Choose Close from the File menu. If there are no unsaved changes, MouseWrite closes the window immediately. Otherwise, a dialog box will be placed on the desktop letting you save the changes. Click in Close to close the window and throw away the changes. Click in Cancel to save the changes.

**Choose Open a Document from the File menu.**

A dialog box will appear on the desktop.

**Click Open a New Document in the dialog box.**

Click Open. A new untitled document is created and its window is opened on the desktop.

## OPENING AN EXISTING DOCUMENT

**Activate the document window that's currently open, if necessary.**

Choose Close from the File menu. If there are no unsaved changes, MouseWrite closes the window immediately. Otherwise, a dialog box will be placed on the desktop letting you save the changes. Click in Close to close the window and throw away the changes. Click in Cancel box to save the changes.

**Choose Open a Document from the File menu.**

A dialog box will appear on the desktop. Click on either Drive 1 or Drive 2 depending on where the document is stored.

**Click Open.**

A new dialog box will be placed on the desktop showing all of the MouseWrite documents, file folders and TXT type files on the selected disk. If the document is not displayed, press the down arrow of the scroll bar to see more files.

**Click on the name of the document to open.**

**Click Open.**

The documents window will be opened on the desktop, the mouse pointer changes to an hourglass requesting you to wait for a moment. When the document is fully opened, the window will display the document at the point where you left off.

## OPENING A DOCUMENT FROM OTHER THAN DRIVE 1 OR 2

**Activate the document window that's currently open, if necessary.**

Choose Close from the File menu. If there are no unsaved changes, MouseWrite closes the window immediately. Otherwise, a dialog box will be placed on the desktop letting you save the changes. Click in Close to close the window and throw away the changes. Click in Cancel to save the changes.

**Choose Open a Document from the File menu.**

A dialog box will appear on the desktop. Click on From a File Folder. Type the name of the disk (file folder) from which you wish to open.

**Click Open.**

A new dialog box will be placed on the desktop showing all of the MouseWrite documents, file folders and TXT type files in the selected folder. If the document is not displayed, press the down arrow of the scroll bar to see more files.

**Click on the name of the document to open.**

**Click Open.**

The documents window will be opened on the desktop, the mouse pointer changes to an hourglass requesting you to wait for a moment. When the document is fully opened, the window will display the document at the point where you left off.

**If the document is stored inside another file folder, click on the name of the folder and then click Open.**

Another dialog box will be opened showing the contents of that file folder.

## QUITTING MouseWrite

**Activate the document window that's currently open, if necessary.**

Choose Close from the File menu. If there are no unsaved changes, MouseWrite closes the window immediately. Otherwise, a dialog box will be placed on the desktop letting you save the changes. Click in Close to close the window and throw away the changes. Click in Cancel to save the changes.

**Choose Quit from the File menu.**

Click Quit to quit MouseWrite, otherwise Click Cancel.

## TO PRINT THE ENTIRE DOCUMENT

**Choose Print Document from the File menu.**

A dialog box is placed on the desktop.

**Click the desired print quality, High Quality or Draft.**

Click on the type of paper being used, either continuous paper or sheets.

**Turn on the printer and then click OK.**

## TO PRINT A SELECTED PORTION OF THE DOCUMENT

**Select the text to be printed.**

Select the text with the mouse, either drag the mouse or use an Apple-Click.

**Choose Print Document from the File menu.**

A dialog box is placed on the desktop.

Click the desired print quality, High Quality or Draft.

Click on the type of paper being used, either continuous paper or sheets.

**Turn on the printer and then click OK.**

## TYPES OF PRINTING WITH MouseWrite

**High Quality Printing:**

High quality printing turns on high quality print in the printer, if it has such a feature. It also prints all of the styles found in the document and justifies the text.

**Draft Quality Printing:**

Draft quality printing turns on draft quality print in the printer, if it has such a feature. It does not print any styles or justify the text.

**Open the first document to be printed.**

See "Opening an Existing Document" in this chapter.

**Choose Page Setup from the Page menu.**

Click Yes for header or footer, depending on where you want the page numbers to appear. Enter the text of the header or footer and enter the pound sign (#) followed by the page number to start on, usually page one.

**Print the document.**

See "Printing a Document" in this chapter.

**Continue the following until all of the documents have been printed:**

Open the next document.

Choose Page Setup from the Page menu.

Click Yes for header or footer, depending on where you want the page numbers to appear. Enter the text of the header or footer and enter the pound sign (#) where the page numbers are to be printed. Do not follow the pound sign with a number. This informs MouseWrite to number the pages continuously starting with the page number one greater than the last page printed.

## SETTING THE CLOCK

**Choose Clock from the MouseWrite menu.**

**Click the diamond button on the right side of the clock window.**

The Set Time/Set Alarm window is placed on the desktop.

Using the left half of the window, press the diamond below the item to be changed: hour, minute, second, AM/PM, month, day, year. Release the mouse button when the correct setting is shown in the window.

**Click the Set Time/Set Alarm window's close box to remove it from the desktop.**

The clock may be left open on the desktop or closed. It will continue to keep proper time even if it is closed.

## USING THE ALARM CLOCK

**Choose Clock from the MouseWrite menu.**

**Click the diamond button on the right side of the clock window.**

The Set Time/Set Alarm window is placed on the desktop.

Set the time and date of the clock if required (see Setting the Clock, in this chapter).

Using the right half of the window, press the diamond below the number to be changed: hour, minute, second. Release the mouse button when the correct setting is shown in the window.

Click the ON button in the window.

**Click the Set Time/Set Alarm window's close box to remove it from the desktop.**

When the alarm goes off, every click of the mouse button will beep the Apple's internal speaker.

To turn off the alarm, open the Clock window, click the diamond button in the clock window and then click the OFF button in the Set Time/Set Alarm window. Close the Set Time/Set Alarm window.

## TO PLAY THE PUZZLE

**Choose Play Puzzle from the MouseWrite menu.**

**Move the pointer to the letter to be moved and click.**

Only letters adjacent to a blank square can be moved. The letter will move into the blank square.

**The object:**

Arrange the letters in alphabetical order from left to right, top to bottom with the blank square in the lower right hand corner.

Playing the Puzzle is a good exercise for those unfamiliar with pointing with the mouse.

## TO SELECT A PRINTER

**Choose Select a Printer from the MouseWrite menu.**

The Select a Printer window is placed on the desktop.

**Click on the appropriate printer.**

Click on the appropriate type of card (serial or parallel).

**Close the Select a Printer window.**

MouseWrite will adjust to the selected printer and card.

## TO SELECT A STANDARD PRINTER

**Choose Startup & Disk Utilities from the MouseWrite menu.**

A dialog box will appear warning that the clipboard will be cleared. Click Proceed.

The menu bar will change. If the MouseWrite disk is not found in a disk drive a dialog box will be placed on the desktop requesting that the MouseWrite disk be placed in a disk drive.

**Choose Select Standard Printer from the Printer Menu.**

The Select Standard Printer window is placed on the desktop.

**Click on the appropriate printer.**

Click on the appropriate type of card (either serial or parallel.)

**Close the Select Standard Printer window.**

MouseWrite will now start up with the selected printer as its standard printer until it is changed again in this manner.

**Choose Return to MouseWrite from the File menu.**

MouseWrite will leave the Startup & Disk Utilities section of MouseWrite and return to MouseWrite proper.

## TO SELECT A STANDARD PRINTER SLOT

**Choose Startup & Disk Utilities from the MouseWrite menu.**

A dialog box will appear warning that the Clipboard will be cleared. Click Proceed.

The menu bar will change. If the MouseWrite disk is not found in a disk drive a dialog box will be placed on the desktop requesting that the MouseWrite disk be placed in a disk drive.

**Choose Printer Slot Number from the Printer menu.**

The Printer Slot Number window is placed on the desktop.

**Press the Slot button in the window until the correct slot is shown in the window.**

Close the Printer Slot Number window.

MouseWrite will now start up using the Printer slot selected until it is changed again in this manner.

**Choose Return to MouseWrite from the File menu.**

MouseWrite will leave the Startup & Disk Utilities section of MouseWrite and return to MouseWrite proper.

**Notes on printer slots:**

The preferred printer slot is slot 1.

If there is more than one printer in the system, this choice will allow changing between them.

The Apple //c has the printer slot built into slot 1 and cannot be changed. MouseWrite will, however, allow you to change the slot number on an Apple //c. This would allow, for example, using the modem port as a printer port with MouseWrite.

## TO SELECT A STANDARD DISK DRIVE SLOT

**Choose Startup & Disk Utilities from the MouseWrite menu.**

A dialog box will appear warning that the Clipboard will be cleared. Click Proceed.

The menu bar will change. If the MouseWrite disk is not found in a disk drive a dialog box will be placed on the desktop requesting that the MouseWrite disk be placed in a disk drive.

**Select Set Disk Drive Slot Number from the Disk menu.**

The Set Disk Drive Slot window is placed on the desktop.

**Press the Slot button in the window until the correct slot is shown in the window.**

Close the Set Disk Drive Slot Number window.

MouseWrite will now start up using the Disk drive slot selected as its standard slot with the Open a Document and Save As commands in the File menu until it is changed again in this manner.

**Choose Return to MouseWrite from the File menu.**

MouseWrite will leave the Startup & Disk Utilities section of MouseWrite and return to MouseWrite proper.

**Notes on disk drive slots:**

The preferred disk drive slot is slot 6.

If more than one disk controller card or more than one type of disk drive is installed in the system, this choice will allow changing between them.

The Apple //c has the disk drive slot built into slot 6 which cannot be changed. External drives are available that will function as though they were in slots other than 6, however. This choice will allow using such a drive.

Hard disk drives may be selected as the standard drive by setting the disk drive slot to the slot the hard disk is in.

## FORMATTING A FLOPPY DISK FOR DOCUMENT STORAGE

**Choose Startup & Disk Utilities from the MouseWrite menu.**

A dialog box will appear warning that the Clipboard will be cleared. Click Proceed.

The menu bar will change. If the MouseWrite disk is not found in a disk drive a dialog box will be placed on the desktop requesting that the MouseWrite disk be placed in a disk drive.

**Choose Format a Floppy Disk from the File menu.**

**Click on the drive containing the disk to be formatted (either drive 1 or 2).**

**Type the name you want to give the disk.**

You can only use a letter for the first character of the name. The name can be a maximum of 15 characters long. You may use only letters, numbers, spaces or periods in the name.

Insert a blank (or one you wish to erase and reuse) floppy disk into the selected disk drive.

Click FORMAT. If the disk has been previously formatted, a dialog box will be placed on the desktop warning you of the situation. Click Cancel to cancel the command, Format to erase the disk and format it.

**Choose Return to MouseWrite from the File menu.**

MouseWrite will leave the Startup & Disk Utilities section of MouseWrite and return to MouseWrite proper.

**Notes on Disk Formatting:**

Formatting a disk means ERASING IT.

MouseWrite will only format 5¼ inch floppy diskettes. It will not format hard disks, 3½ inch micro disk or others. To format one of these types of disks, use the Apple ProDOS Filer program or the Apple //c Utilities disk.

## TO DELETE A DOCUMENT OR FILE

**Choose Startup & Disk Utilities from the MouseWrite menu.**

A dialog box will appear warning that the Clipboard will be cleared. Click Proceed.

The menu bar will change. If the MouseWrite disk is not found in a disk drive a dialog box will be placed on the desktop requesting that the MouseWrite disk be placed in a disk drive.

**Choose Delete Files From a Disk from the File menu.**

A dialog box will be placed on the desktop requesting the drive number on which the files to be deleted are located.

**Click the appropriate drive and then click OK.**

Another dialog box will be placed on the desktop listing ALL of the files on the selected disk.

If the file to be deleted is not shown in the window, use the scroll bars and arrows to scroll.

**Click on the file to be deleted.**

Then click DELETE. The file will be permanently deleted.

Continue to select files until you are done. Click Cancel when done.

If a file folder is selected, it will not be deleted, instead the contents of the file folder will be shown in the window. MouseWrite will not delete file folders. To delete a file folder, use the Apple ProDOS Filer program or the Apple //c Utilities disk.

**Choose Return to MouseWrite from the File menu.**

MouseWrite will leave the Startup & Disk Utilities section of MouseWrite and return to MouseWrite proper.

## TO OPEN A NEW DOCUMENT WHEN MouseWrite STARTS

**Choose Startup & Disk Utilities from the MouseWrite menu.**

A dialog box will appear warning that the Clipboard will be cleared. Click Proceed.

The menu bar will change. If the MouseWrite disk is not found in a disk drive a dialog box will be placed on the desktop requesting that the MouseWrite disk be placed in a disk drive.

**Choose Open a New Window When MW Starts from the Window menu.**

When a check mark appears next to the menu entry, MouseWrite will always open a new document window when it is first started. When the check mark is not there, no document window will be opened, use Open from the file menu.

This choice allows typing into a document immediately when MouseWrite starts without requiring the user of the program to know how to open one from the File menu. This is useful for young users and in educational settings.

**Choose Return to MouseWrite from the File menu.**

MouseWrite will leave the Startup & Disk Utilities section of MouseWrite and return to MouseWrite proper.

## TO CHANGE THE REPEAT RATE FOR PUSH BUTTONS

**Choose Startup & Disk Utilities from the MouseWrite menu.**

A dialog box will appear warning that the Clipboard will be cleared. Click Proceed.

The menu bar will change. If the MouseWrite disk is not found in a disk drive a dialog box will be placed on the desktop requesting that the MouseWrite disk be placed in a disk drive.

**Choose Set Push Button Rate from the Window menu.**

The Set Push Button Rate window will be placed on the desktop.

Press the Repeat button in the window until the proper setting is shown in the window.

The range of pushbutton rates is 1 through 10. One being very fast, ten being very slow. Six is the normal setting.

This choice will speed up or slow down the actions of pushbuttons in the Set Time/Set Alarm windows and the Page Setup Window.

**Choose Return to MouseWrite from the File menu.**

MouseWrite will leave the Startup & Disk Utilities section of MouseWrite and return to MouseWrite proper.

## TO CREATE A STANDARD PAGE SETUP

**Choose Startup & Disk Utilities from the MouseWrite menu.**

A dialog box will appear warning that the Clipboard will be cleared. Click Proceed.

The menu bar will change. If the MouseWrite disk is not found in a disk drive a dialog box will be placed on the desktop requesting that the MouseWrite disk be placed in a disk drive.

**Choose Set Standard Page from the Page menu.**

The Set Standard Page window is placed on the desktop.

**Press either the UP or DOWN arrow buttons in the window to change the desired item:**

Top, Bottom margin, Page Length, Header or Footer location. Press either the Right or Left arrow buttons in the window to change the Indentation.

**Click OK when done, or Cancel.**

**Choose Return to MouseWrite from the File menu.**

MouseWrite will leave the Startup & Disk Utilities section of MouseWrite and return to MouseWrite proper.

## TO CHANGE THE TEXT CURSOR FLASH RATE

**Choose Startup & Disk Utilities from the MouseWrite menu.**

A dialog box will appear warning that the Clipboard will be cleared. Click Proceed.

The menu bar will change. If the MouseWrite disk is not found in a disk drive a dialog box will be placed on the desktop requesting that the MouseWrite disk be placed in a disk drive.

**Choose Set Cursor Flash Rate from the Window menu.**

The Set Cursor Flash Rate window will be placed on the desktop.

Press the Rate button in the window until the proper setting is shown in the window.

The range of Cursor Flash Rates is 1 to 10. One being very slow, ten being very fast.

This choice affects the relative amount of time that the horizontal or vertical bars are in the window versus the character "underneath" them. The normal setting is 3.

**Choose Return to MouseWrite from the File menu.**

MouseWrite will leave the Startup & Disk Utilities section of MouseWrite and return to MouseWrite proper.

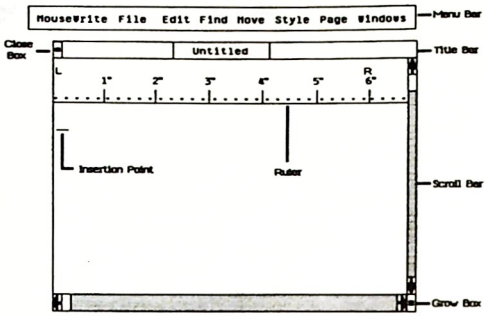
CHAPTER 13

# MouseWrite REFERENCE

## INTRODUCTION

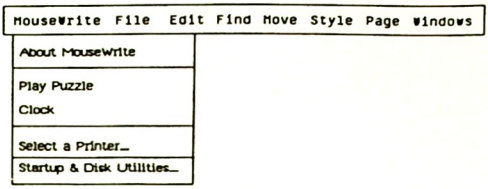
This chapter is a summary of the features of the MouseWrite word processor. It explains these features without giving step by step instructions for using them (Read Using MouseWrite for step by step instructions).

The first part of this chapter describes each menu and each command in the menus. Next is a section dealing with MouseWrite technical specifications, preset options and formats, and printer specifications. The chapter ends with a glossary of the special terms used in this user guide.




The menu bar contains the titles of all MouseWrite menus. MouseWrite, File and Edit when no document windows are open. MouseWrite, File, Edit, Find, Move, Style, Page and Windows when one or more document windows are open.

The commands in the menus with ellipsis (three dots) require additional information before they can be completed. An additional window will be placed on the desktop from which selections or adjustments may be made or a dialog box will appear requesting the appropriate information. Click OK (or the left most button) to confirm the command, click Cancel to cancel it.



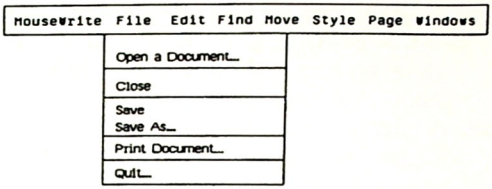

**About Mousewrite**: opens the About MouseWrite window on the desktop. This window shows the version number of the program, the amount of memory used and remaining in the Apple //. It also reports the number of words in the document as well as the grade level required to read the document. If a selection of text is made prior to choosing this command only the text in the selection will be used to determine the number of words and reading level.

**Play Puzzle**: A desk accessory that can be placed on the desktop. It is a fun little puzzle that helps get getting started with the mouse.

**Clock**: A desk accessory that can be placed on the desktop. The clock, if opened, or previously opened, will enable placing the date and/or time in document headers and/or footers. MouseWrite will also save the time and date of modification when a document is saved on a disk.

**Select A Printer...**: opens a window containing a list of printers that may be used with MouseWrite. Click on the correct printer and interface card type. MouseWrite will adjust to the selected printer and card when the Select A Printer window is closed.

**Startup & Disk Utilities...**: enables the user to customize MouseWrite. New printers may be added to the Select A Printer window; a standard printer and interface card may be selected; disk files and documents may be deleted from a disk; new document disks may be formatted; MouseWrite may be adjusted to open a new document window every time it start, or not; the standard disk drive and printer slots may be changed; the pushbutton repeat rate may be changed; the text cursor flash rate may be changed.




**Open A Document...**: opens either a new, untitled document or an existing document on a disk. A list of current MouseWrite documents (as well as TXT type files) will appear in a dialog box. Select one of the documents in this list. Pressing Open Apple O will also choose this command.

TXT type files will be opened on the desktop in a new document window identical to the last one closed. The document will be formatted using the left and right margins in effect when the last document window was closed.

**Open Second Window**: is active only after a document window is opened. It places another document window on the desktop. The two windows may then be grown and placed where required on the desktop. The second window will sometimes simplify Cutting, Pasting, Copying between windows as well as act as a quick reference to other parts of the document. Pressing Open Apple O will also choose this command.

**Close:** will close the top, active window on the desktop. If the document window is the active window and the document has had changes made to it that were not saved, you are given an opportunity to save the changes before closing the window.

**Save**: stores the document currently on the desktop on the disk. It replaces the old copy of the document on the disk. This command always saves the document as a "MouseWrite" document. If a selection of text is made prior to choosing Save, only the selected text will be saved. Pressing Open Apple S will also choose this command.

**Save As...**: stores the document on another disk, with another name, with another type, or if the document is unnamed, stores it for the first time. If a selection of text is made prior to choosing Save, only the selected text will be saved. Pressing Closed Apple S will also choose this command.

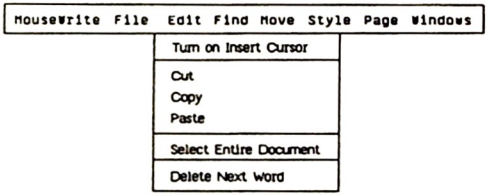
Clicking the Text Only button before clicking SAVE saves only the text of the document, without styles, etc. Text Only files have Return characters at the end of every line. These files can be used with communications programs, electronic mail, Basic programs, etc. MouseWrite will also read this type of file. See Open A Document, above.

Clicking the For Other Word Processor button before clicking SAVE saves the document in a form that can be used by most other word processors. MouseWrite will also read this type of file created by other word processors if it is stored on the disk as TXT type file. See Open a Document, above.

**Print Document...**: produces a printed copy of the document on the desktop, using the styles selected from the Style menu and the page formatting selected from the Page menu. This command opens a dialog box requesting the printing quality required: Draft or High Quality, as well as the type of paper being used: Continuous or single sheets. When printing starts a dialog box is placed on the desktop which enables pausing the printing process, continuing with it or cancelling it. Pressing Open Apple P will also choose this command. If a selection of text is made prior to choosing Print Document, only the selected text will be printed.

**Quit...**: leaves MouseWrite. It is only active when no document windows are open on the desktop.

## Edit Menu




**Turn On Insert Cursor**: changes the text cursor to the insert cursor (the blinking vertical bar). This cursor inserts text typed on the keyboard at the insertion point and pushes all text to the right and below of the insertion point to the right and down. Pressing Open Apple I will also choose this command.

**Turn On Overstrike Cursor**: changes the text cursor to the overstrike cursor (the blinking horizontal bar). This cursor places text typed on the keyboard at the insertion point and removes any text that previously existed there. Pressing Open Apple I will also choose this command.

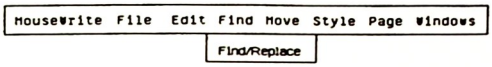
**Cut**: removes the selected text from the document and places it on the clipboard, replacing the previous contents on the clipboard. Pressing Open Apple X will also choose this command.

**Copy**: places a copy of the selected text from the document on the clipboard, replacing the previous contents of the clipboard. Pressing Open Apple C will also choose this command.

**Paste**: places a copy of the contents of the clipboard at the insertion point. The contents of the clipboard remain unchanged. Pressing Open Apple V will also choose this command.

**Select Entire Document**: makes the current selection the entire document.

**Delete Next Word**: deletes the next word in the document, to the right of the insertion point. Pressing Control D will also choose this command.



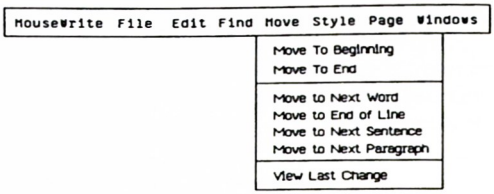

**Find/Replace...**: locates and selects the next occurrence of specified text. Type the text to be located next to "FIND:" in the dialog box and then click FIND NEXT. The found text can then be edited once the Find/Replace dialog box is closed by clicking CANCEL. If the text is not found, the Apple will respond with a beep from its speaker.

The selected text can be replaced automatically by clicking to the right of "REPLACE:" (or by pressing TAB), typing replacement text next to "REPLACE:" in the dialog box and then clicking the REPLACE THEN FIND button.

Subsequent occurrences of the same text will be found automatically. To replace subsequent selections click the REPLACE THEN FIND button.

To replace every occurrence of the text in the document with the replacement text, click REPLACE ALL. The dialog box will be removed from the desktop when all replacements have been made.

Pressing Open Apple ? will also choose this command.


MouseWrite File Edit Find Move Style Page Windows
Move To Beginning
Move To End
Move to Next Word
Move to End of Line
Move to Next Sentence
Move to Next Paragraph
View Last Change

**Move to Beginning**: moves the insertion point to the beginning of the document. Pressing Control-B will also choose this command.

**Move to End**: This command moves the insertion point to the end of the document. Pressing Control-E will also choose this command.

**Move to Next Word**: moves the insertion point to the beginning of the next word in the document. Pressing Control-W will also choose this command.

To move to the beginning of the previous word press the left arrow on the keyboard prior to choosing Move to Next Word.

**Move to End of Line**: This command moves the insertion point to the end of the text on the current line. Pressing Control-L will also choose this command.

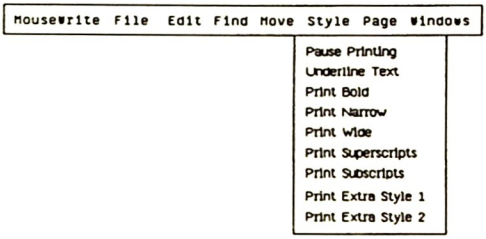
To move to the beginning of text on the current line press the left arrow on the keyboard prior to choosing Move to End of Line.

**Move to Next Sentence**: This command moves the insertion point to the beginning of the next sentence. Pressing Control-S will also choose this command.

**Move to Next Paragraph**: This command moves the insertion point to the beginning of the next paragraph. Pressing Control-P will also choose this command.

**View Last Change**: This command moves the insertion point to the location in the document where the last change was made. Changes include typing text, cutting text, pasting text, insertion of styles, changing margins. Pressing Control-V will also choose this command.

## Style Menu




**Pause Printing**: This command inserts a style character (a diamond) at the insertion point. During printing, this character will instruct the printer to pause at the point of the style character. Printing may be continued by pressing the Continue button in the printing dialog box. This command is used to allow changing print wheels on letter quality printers, changing ribbon colors, etc.

**Underline Text**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct the printer to underline all subsequent text until another style character of the same type is encountered. Pressing Open Apple U will also choose this command.

**Print Bold**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct the printer to print all subsequent text in the Bold style until another style character of the same type is encountered. Pressing Open Apple B will also choose this command.

**Print Narrow**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct the printer to print all subsequent text with the printers narrow style until another style character of the same type is encountered. Pressing Open Apple N will also choose this command.

**Print Wide**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct the printer to print all subsequent text with the printers wide style until another style character of the same type is encountered. Pressing Open or Closed Apple W will also choose this command.

**Print Superscripts**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct the printer to print all subsequent text as superscripted text until another style character of the same type is encountered.

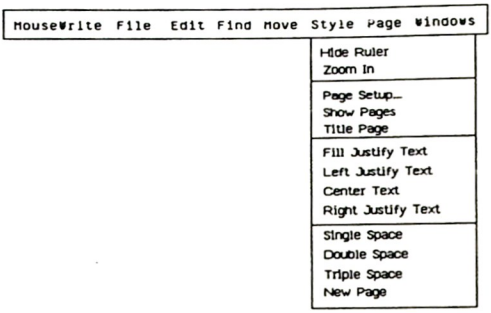
**Print Subscripts**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct the printer to print all subsequent text as subscripted text until another style character of the same type is encountered.

**Print Extra Style 1**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct the printer to print all subsequent text with the style assigned to extra style 1 until another style character of the same type is encountered. See the MouseWrite specification section of this guide for the assignments of Extra Style 1 on various printers.

**Print Extra Style 2**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct the printer to print all subsequent text with the style assigned to extra style 2 until another style character of the same type is encountered. See the MouseWrite specification section of this guide for the assignments of Extra Style 2 on various printers.

General Note on Styles: Choosing a printer style initially turns on that style. Choosing the same style again later in the document turns off that style. Styles may be used in conjunction with additional styles to create yet another style. Examples of this are narrow subscripts, or underlined bold text. Some printers do not allow all styles or combinations of styles. See the MouseWrite Specification section of this guide for a list of styles available with various printers.

## Page Menu




**Hide Ruler**: removes the document ruler from the document window. Pressing Open or Closed Apple R will also choose this command.

**Show Ruler**: places the document ruler in the document window. Pressing Open or Closed Apple R will also choose this command.

**Zoom In**: is used to identify the function of the style characters in the document. Its selection will result in all style characters in the document to be shown as the first letter the name of the style they represent. These letters are shown highlighted, even though they are not selected. For example, the Bold style will be shown as a highlighted B. Pressing Open or Closed Apple Z will also choose this command.

**Zoom Out**: is used to turn all of the style characters in the document back into diamond icons. Pressing Open Apple Z will also choose this command.

**Page Setup...**: opens the Page Setup window. The Page Setup window enables the adjustment of top and bottom margins, page length, the amount of indentation of the printed document, the location of and contents of the page header and footer.

To change the location of the header or footer, top or bottom margins or length of page, click or press the corresponding up or down arrow, as appropriate.

To change the amount of indentation of the printed document click or press the appropriate arrow, right or left, next to "Indentation".

To place a header on each page of the printed document press the "YES" button on the "PAGE HEADER" line. The Header window will be opened. Type the text of the header into the window, When done, click the Header window's close box to remove it from the desktop.

To place a footer on each page of the printed document press the "YES" button on the "PAGE FOOTER" line. The Footer window will be opened. Type the text of the footer into the window. When done, click the Footer window's close box to remove it from the desktop.

To remove the header or footer from each page of the printed document, click the appropriate "NO" button. The contents of the header and footer windows will be retained, but not printed.

To have MouseWrite automatically number the pages of the document as it is printed, type the pound sign (#) in either the header or footer windows. The page number will be printed at the location of the pound sign. Type the starting page number immediately after the pound sign. For example:

[Name of Document page #1]

will print the header (or footer) with page numbers starting at one (1). Note that the word "page" does not have to be used in the text of the header or footer to have automatic page numbering, only the pound sign.

To have MouseWrite automatically date each page of the document as it is printed, type the at sign (@) in either the header or footer window. The current date, as set on the MouseWrite clock, will be printed at the location of the at sign.

To have MouseWrite automatically place the time of day on each page of the document as it is printed, type the percent sign (%) in either the header or footer window. The current time, as set on the MouseWrite clock, will be printed at the location of the percent sign.

To use styles from the Style menu in the header or footer, choose the appropriate style from the Style menu while entering text into the header or footer window. To turn off the style choose the appropriate style again.

**Show Pages**: displays where new pages start in the document. The first line of each new page is highlighted. The scroll bars can be used to scroll through the document to see where each page starts. Clicking in the document window or inserting text removes the highlighting from the document.

**Title Page**: when checked in the Page menu, instructs MouseWrite not to print the page header or footer on the first page of the document. A check mark appears to the left of "Title Page" in the Page menu when this function is chosen. It is not chosen if a check mark is not present.

**Fill Justify Text**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct MouseWrite to align both the left and right margins of the printed text. Selecting one of the other justify styles later in the document will turn off this style and activate the new style. Pressing Open Apple F will also choose this command.

**Left Justify Text**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct MouseWrite to align only the left margin of the printed text. Choosing one of the other justify styles later in the document will turn off this style and activate the new style. Pressing Open Apple J will also choose this command.

**Center Text**: will center the line the insertion point is in. Pressing Control-C will also choose this command.

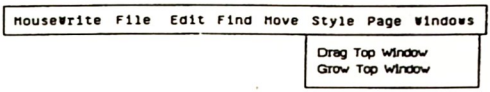
**Right Justify Text**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct MouseWrite to align only the right margin of the printed text. Choosing one of the other justify styles later in the document will turn off this style and activate the new style. Pressing Closed Apple J will also choose this command.

**Single Space**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct MouseWrite to single space all subsequent lines, until another spacing style is encountered. Pressing Open Apple 1 will also choose this command.

**Double Space**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct MouseWrite to double space all subsequent lines, until another spacing style is encountered. Pressing Open Apple 2 will also choose this command.

**Triple Space**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct MouseWrite to triple space all subsequent lines, until another spacing style is encountered. Pressing Open Apple 3 will also choose this command.

**New Page**: inserts a style character (a diamond) at the insertion point. During printing, this character will instruct MouseWrite to print the following line at the top margin of the next page.




**Drag Top Window**: enables the use of the keyboard arrow keys to drag the top, active window to a new location on the desktop. Pressing the Return key places the window at the new location. Pressing the ESC key cancels the command. Pressing Open Apple D will also choose this command.

**Grow Top Window**: enables the use of the keyboard arrow keys to Grow a document window. Pressing the Return key places the window back on the desktop with the new size. Pressing the ESC key cancels the command. Pressing Open Apple G will also choose this command also.

## Installing MouseWrite on a Hard Disk

If you have a hard disk drive or other mass storage device you will find it very useful to have the MouseWrite program on the hard disk and not use the floppy disk the MouseWrite program was shipped on.

Start up the Apple Filer program or the Apple //c Utilities disk (which we'll call FILER anyway).

Create a subdirectory on your disk using the Filer program. You may call the subdirectory anything you like, in this example we'll use "MW".

Place the MouseWrite disk in a floppy disk drive and, using the Filer, copy the following files from the MouseWrite disk to the subdirectory "MW", the one you just created on the hard disk.

**MW.SYSTEM**

**MW**

**COR**

**GP**

**PT**

**BD**

**FM**

**CONFIG**

**KIT**

MouseWrite is now installed on the hard disk.

**IMPORTANT:** Do not change any of the names of the files you copied onto the hard disk. MouseWrite uses these names to locate the various pieces of the program on your disk!

To start MouseWrite from the hard disk, start the system as you normally would using the ProDOS Users disk to start with. When the system starts, choose to go to Basic.

Type: -/PROFILE/MW/MW.SYSTEM

Assuming your hard disk is named "PROFILE" and the subdirectory you previously created was named "MW", MouseWrite will start up. If the names between the slashes (/) are not correct, change them as appropriate.

**Storing Documents on a Hard Disk Drive**

Storing documents on a hard disk involves an extra step when compared to storing them on floppy disks. You must use the name of the disk and the name any folders (or subdirectories) when you used Save As. After you save the document for the first time Save will place the document back where it came from automatically.

You must select Use Folder & Doc Name in the Save As dialog box.

Type the name of the disk followed by a slash (/), the name of the file folder being used to store documents, if any, followed by a slash and then the name you wish to give the document. For example, suppose the hard disk is named "PROFILE" and you are storing all of your MouseWrite documents in a file folder named "DOCUMENTS". You want to name the untitled document on the desktop "JOE". This is what you would do:

Choose Save As from the File menu.

Click Use Folder & Doc Name.

Type: PROFILE/DOCUMENTS/JOE

This is known as a ProDOS pathname and is used to tell ProDOS exactly where to place the document you want to save. Normally MouseWrite will create the ProDOS pathname for you if drive 1 or drive 2 is selected, but when using a hard disk you must enter it yourself.

The pathname is made up of three parts

- The disk (or volume) name - any file folder (or subdirectory) names - the document name.

In this example PROFILE is the disk name. DOCUMENTS is the file folder name and JOE is the document name. Using this name will result in the document JOE being stored on the PROFILE in the file folder DOCUMENTS.

For a complete discussion of ProDOS pathnames see the ProDOS Users Manual.

**To Create a Custom Printer**

Choose Startup & Disk Utilities from the MouseWrite menu. A dialog box will appear warning that the Clipboard will be cleared. Click Proceed.

The menu bar will change. If the MouseWrite disk is not found in a disk drive a dialog box will be placed on the desktop requesting that the MouseWrite disk be place in a disk drive. Choose Set Custom Printer 1 (or 2 or 3 depending on which one you wish to create). The Set Custom Printer window is placed on the desktop.

The Overstrike cursor (the highlighted "block") is in the "name" field. Use the Delete key to delete the existing name. Type the name of this printer.

To create a custom printer you must enter the exact codes the printer requires to turn ON and OFF the various printing styles.

To move the Overstrike cursor to a different field (from Bold On to Bold Off, for example) move the pointer to the correct field and click. Note that the arrow keys will not move the cursor, they could be part of the codes the printer requires. Only the Delete key and the Mouse may be used to move the cursor.

Click in the Underline On field. There are three different methods MouseWrite can use to underline. If your printer has an Underline On/Off commands type the Underline On codes, move the cursor to Underline Off field with the mouse and type the Underline Off codes.

If your printer does not have Underline On/Off commands enter nothing in the Underline On/Off fields. MouseWrite will attempt to underline by printing a line, a carriage return and then printing an underline.

If neither of the above two methods of Underlining work correctly, type the following character in the Underline On field:

Shift Control @

MouseWrite will attempt to underline by printing a character, backspacing, printing an underline, continuously until Underlining is turned off.

Move the cursor to the other style fields in the window and type the On and Off codes for the applicable style.

Move the cursor to the High Quality field. If your printer has a high quality printing mode, enter the codes required to turn it on. High Quality is sometimes called Correspondence quality.

Move the cursor to the Draft Quality field. If your printer has a draft quality printing mode, enter the codes required to turn it on.

Move the cursor to the Init String field. The characters entered here are sent to the printer when it initially starts printing. Normally you would enter the codes to reset the printer, turn on 10 characters per inch, turn on 6 lines per inch. You can also enter any other special codes your printer may need when it starts printing or special codes required by the interface card being used.

When all of the codes have been entered, close the Set Custom Printer window.

Choose Return to MouseWrite from the File menu to leave the Startup & Disk Utilities section of MouseWrite and return to MouseWrite proper.

Notes on Printer Codes:

MouseWrite is designed to use six specific printer styles and two variable ones (Other Style 1 and 2). If your printer has other features you would like to use with MouseWrite, setting up a custom printer may allow these features to be used.

You could, for example, change Other Style 1 to print blue with a color printer. In this case, you would enter the codes to shift the printer to blue in the Other Style 1 On field. Enter the code to shift the printer to black in the Other Style 1 Off field. Any or all styles (except underlining) may be redefined in this manner to create a truly custom printer.

When setting up a custom printer read the printer manual thoroughly. Determine the exact codes required to turn the various features on and off. Keep in mind that some printers do not allow multiple styles to be used simultaneously. For example, High Quality and Narrow are not allowed on some Apple printers. MouseWrite therefore, turns High Quality off and Narrow on when it encounters a Narrow Style character with an Apple printer. When it encounters the next Narrow Style character it turns Narrow off and High Quality back on.

MouseWrite cannot keep track of all of this printer specific information however. If the results of a custom printer are not as you had envisioned, go back to the printer manual and check that you are not asking the printer to do something it is not designed to do.

When printing documents designed to use a custom printer that uses "non-standard" styles be aware that selecting another "standard" printer and then printing the same document with that different printer will possibly result in radically different printed documents. MouseWrite has no control over this.

**MouseWrite Without A Mouse**

The mouse makes using MouseWrite as easy as point and click. MouseWrite will, however allow use without a mouse.

**Choosing Commands from Menus**

When the ESC key is pressed a menu is pulled down. The menu pulled down is the last menu used. If no menu was previously used, the MouseWrite menu is chosen.

The up/down arrow keys are used to move up and down the chosen menu.

The right/left arrow keys are used to choose the next or previous menu.

To choose a command, use the arrow keys to highlight the command and then press the RETURN key.

To cancel a pulled down menu press ESC.

**Using Dialog Boxes**

Pushbuttons in dialog boxes all have numbers to their left. Pressing the Open Apple key along with the numeric key cooresponding with the number to the left of the pushbutton to be pressed will push the push button.

Pressing RETURN corresponds with pressing the OK box, pressing ESC corresponds with pressing the CANCEL box.

**Selecting Documents in the Open Dialog Box**

The contents of a disk or folder are shown in the Open dialog box. Press the open Apple and a number corresponding to the documents place in the list ,a number from 1 to 7. Press Return to Open the document.

Use the arrow keys to scroll through the contents of the window.

Press ESC to CANCEL.

**Changing Left and Right Margins**

Press open Apple L to change the left margin. Use the arrow keys to move the left margin marker to a new location. Press Return to accept. Press ESC to CANCEL.

Press open Apple R to change the right margin. Use the arrow keys to move the right margin marker to a new location. Press Return to accept. Press ESC to CANCEL.

**Selecting Text in a Document**

Press open Apple M (M for Mark a Selection). Use the arrow keys to make the selection. Press Return to accept the selection. Press ESC to CANCEL.

**Extending a Selection of Text in a Document**

Move to the end of the text to be selected with the arrow keys. Press close Apple M (M for Mark a Selection). The text will be selected from the beginning of the previous selection to the new end of the selection. Use the arrow keys to continue selecting. Press Return to accept the selection. Press ESC to CANCEL.

**Setting and Clearing Tabs**

Move the insertion point to the location a tab is to be added, or cleared. Press open Apple TAB.

**Scrolling by the Windowful**

Press open Apple UP or DOWN arrow to scroll up or down one windowful.

Press open Apple LEFT or RIGHT arrow to scroll sideways.

**Using the Page Setup Window**

The numbers 1 through 6 appear to the left of the headings in the Set Page window. Pressing open Apple and a numeric key will move the setting higher, or left for indentation. Pressing closed Apple and a numeric key will move the setting lower, or right for indentation.

Pressing open Apple Y corresponds with clicking the Page Header Yes button. The Header window will be opened on the desktop. Type the text of the header, using styles from the Style menu if required. Press Return when done.

Pressing open Apple N corresponds with clicking the Page Header No button.

Pressing closed Apple Y corresponds with clicking the Page Footer Yes button. The Footer window will be opened on the desktop. Type the text of the footer, using styles from the Style menu if required. Press Return when done.

Pressing closed Apple N corresponds with clicking the Page Footer No button.

When all adjustments have been made in the Page Setup window, choose Close from the File menu to close the window.

**Find/Replace**

Type the text to be found using styles from the Style menu if required.

Press TAB to move to the REPLACE: field and type the replacement text using styles from the Style menu if required.

Use TAB to move back and forth from the REPLACE: field and the FIND: field.

Pressing Return will FIND NEXT.

Pressing open Apple 1 will FIND NEXT.

Pressing open Apple 2 will REPLACE THEN FIND NEXT.

Pressing open Apple 3 will REPLACE ALL.

Pressing open Apple 4 will CANCEL.

The Find/Replace window may also be closed using Close from the File menu.

**Making Selections in the Print Document dialog boxes**

Open Apple 1 selects High Quality printing.

Open Apple 2 selects Draft Quality printing.

Open Apple 3 selects Continuous paper.

Open Apple 4 selects Sheets of paper.

Pressing Return starts printing. Pressing ESC will CANCEL the dialog box.

Once printing starts, open Apple 1 will Pause printing; open Apple 2 will Continue printing; open Apple 3 will Cancel printing.

**The Fake Mouse Pointer**

Pressing and holding the open Apple key, pressing and releasing the closed Apple key will put the "fake" mouse pointer on the desktop.

The arrow keys may be used to move this pointer around the desktop as long as the open Apple key is held down.

Once the pointer is in the desired position, pressing the Closed Apple key simulates pressing the mouse button. This may be used to make selections, push buttons, set the clock, etc.

## SYSTEM REQUIREMENTS

**Apple //c with:**

Monitor
Apple Mouse // (recommended)
Printer (recommended)

**Apple //e with:**

Enhanced ROMS
Extended 80 column board
Disk drive
Monitor
Apple Mouse // (recommended)
Printer (recommended)

## PRESET OPTIONS AND FORMAT

| | |
|---|---|
| New Window : | new document opened at start |
| Font size : | 10 characters per inch, monospaced |
| Font style : | plain text |
| Font : | standard for printer being used |
| Line spacing : | 6 lines per inch |
| Header : | positioned at 1 inch |
| Footer : | positioned at 10 ½ inches |
| Title Page : | off |
| Indentation : | 0 inches |
| Left margin : | 0 inches |
| Right margin : | 6 inches |
| Tabs : | every inch |
| Spacing : | single |
| Justification : | left justify |
| Top margin : | 1 ½ inches |
| Bottom margin : | 10 inches |
| Paper length : | 11 inches |
| Printer : | Custom Printer #1 |
| Interface type : | Parallel Printer card |
| Disk drive slot : | slot 6 |
| Printer slot : | slot 1 |
| Mouse slot : | any available slot |

## MouseWrite SPECIFICATIONS

| | |
|---|---|
| Max. amount of text : | 16 pages, single spaced, 6″ wide by 8½″ long pages |
| Max. document width : | 8″ |
| Min. document width : | 2″ |
| Max. page length : | 16½″ |
| Max. paper width : | 14″ |
| Operating system : | Apple ProDOS |
| Printers : | Apple Imagewriter<br>Apple Scribe<br>Apple Dot Matrix Printer<br>Epson (all)<br>Gemini<br>IDS Prism 80/132<br>Okidata (all)<br>Diablo 630 and compatibles<br>User defined printers (three) |

## PRINTER STYLES

### Apple Imagewriter

| | |
|---|---|
| Underline: | yes |
| Bold: | yes |
| Narrow: | yes, 17 cpi |
| Wide: | yes, 5 cpi |
| Superscripts: | not available |
| Subscripts: | not available |
| Extra Style 1: | Proportional spacing |
| Extra Style 2: | Elite, 12 cpi |
| High Quality: | yes |
| Draft Quality: | partial * |
| Initialization: | 10 cpi, 6l pi |

### Apple Scribe

| | |
|---|---|
| Underline: | yes |
| Bold: | yes |
| Narrow: | yes, 17 cpi |
| Wide: | yes, 5 cpi |
| Superscripts: | yes |
| Subscripts: | yes |
| Extra Style 1: | not available |
| Extra Style 2: | not available |
| High Quality: | yes |
| Draft Quality: | yes |
| Initialization: | 10 cpi, 6 lpi |

| | | |
|---|---|---|
| **Apple Dot Matrix Printer** | Underline: | yes |
| | Bold: | yes |
| | Narrow: | yes, 17 cpi |
| | Wide: | yes, 5 cpi |
| | Superscripts: | not available |
| | Subscripts: | not available |
| | Extra Style 1: | Proportional spacing |
| | Extra Style 2: | Elite,12 cpi |
| | High Quality: | yes |
| | Draft Quality: | partial * |
| | Initialization: | 10 cpi, 6 lpi |
| **Epson MX-80 Graftrax** | Underline: | yes |
| | Bold: | yes |
| | Narrow: | yes, 16.5 cpi |
| | Wide: | yes, 5 cpi |
| | Superscripts: | yes |
| | Subscripts: | yes |
| | Extra Style 1: | Italics |
| | Extra Style 2: | enhanced |
| | High Quality: | yes |
| | Draft Quality: | partial * |
| | Initialization: | 10 cpi, 6 lpi |
| **Epson & Gemini:** | Underline: | yes |
| | Bold: | yes |
| | Narrow: | yes, 16.5 cpi |
| | Wide: | yes, 5 cpi |
| | Superscripts: | yes |
| | Subscripts: | yes |
| | Extra Style 1: | Italics |
| | Extra Style 2: | enhanced |
| | High Quality: | yes |
| | Draft Quality: | partial * |
| | Initialization: | 10 cpi, 6 lpi |

**Okidata**

| | |
|---|---|
| Underline: | yes |
| Bold: | yes |
| Narrow: | yes, 17 cpi |
| Wide: | yes, 5 cpi |
| Superscripts: | yes |
| Subscripts: | yes |
| Extra Style 1: | yes, 12 cpi |
| Extra Style 2: | yes, |
| Enhanced High Quality: | yes |
| Draft Quality: | yes |
| Initalization: | 10 cpi, 6 lpi |

**IDS Prism 80/132**

| | |
|---|---|
| Underline: | yes |
| Bold: | yes, 9 cpi |
| Narrow: | yes, 16.8 cpi |
| Wide: | yes, 5 cpi |
| Superscripts: | yes |
| Subscripts: | yes |
| Extra Style 1: | Proportional spacing |
| Extra Style 2: | Elite, 12 cpi |
| High Quality: | yes |
| Draft Quality: | yes |
| Initialization: | 10 cpi, 6 lpi, use entire ribbon during printing. |

**Diablo 630**

| | |
|---|---|
| Underline: | yes |
| Bold: | yes |
| Narrow: | with optional printwheel |
| Wide: | with optional printwheel |
| Superscripts: | yes |
| Subscripts: | yes |
| Extra Style 1: | none |
| Extra Style 2: | Proportional spacing |
| High Quality: | yes, unidirectional printing, extra carriage settling time |
| Draft Quality: | yes |
| Initialization: | none |

* **Partial Draft Quality:** Printer does not support a draft quality mode. MouseWrite will use normal 10 cpi without printing any other styles or justification to simulate Draft quality printing.

## ASCII CHARACTER CHART

| DEC | HEX | YOU TYPE | DEC | HEX | YOU TYPE | DEC | HEX | YOU TYPE |
|---|---|---|---|---|---|---|---|---|
| 0 | $00 | Control-@ | 43 | $2B | + | 86 | $56 | V |
| 1 | $01 | Control-A | 44 | $2C | , | 87 | $57 | W |
| 2 | $02 | Control-B | 45 | $2D | - | 88 | $58 | X |
| 3 | $03 | Control-C | 46 | $2E | . | 89 | $59 | Y |
| 4 | $04 | Control-D | 47 | $2F | / | 90 | $5A | Z |
| 5 | $05 | Control-E | 48 | $30 | 0 | 91 | $5B | [ |
| 6 | $06 | Control-F | 49 | $31 | 1 | 92 | $5C | \ |
| 7 | $07 | Control-G | 50 | $32 | 2 | 93 | $5D | ] |
| 8 | $08 | Control-H | 51 | $33 | 3 | 94 | $5E | ^ |
| 9 | $09 | Control-I | 52 | $34 | 4 | 95 | $5F | _ |
| 10 | $0A | Control-J | 53 | $35 | 5 | 96 | $60 | ` |
| 11 | $0B | Control-K | 54 | $36 | 6 | 97 | $61 | a |
| 12 | $0C | Control-L | 55 | $37 | 7 | 98 | $62 | b |
| 13 | $0D | Control-M | 56 | $38 | 8 | 99 | $63 | c |
| 14 | $0E | Control-N | 57 | $39 | 9 | 100 | $64 | d |
| 15 | $0F | Control-O | 58 | $3A | : | 101 | $65 | e |
| 16 | $10 | Control-P | 59 | $3B | ; | 102 | $66 | f |
| 17 | $11 | Control-Q | 60 | $3C | < | 103 | $67 | g |
| 18 | $12 | Control-R | 61 | $3D | = | 104 | $68 | h |
| 19 | $13 | Control-S | 62 | $3E | > | 105 | $69 | i |
| 20 | $14 | Control-T | 63 | $3F | ? | 106 | $6A | j |
| 21 | $15 | Control-U | 64 | $40 | @ | 107 | $6B | k |
| 22 | $16 | Control-V | 65 | $41 | A | 108 | $6C | l |
| 23 | $17 | Control-W | 66 | $42 | B | 109 | $6D | m |
| 24 | $18 | Control-X | 67 | $43 | C | 110 | $6E | n |
| 25 | $19 | Control-Y | 68 | $44 | D | 111 | $6F | o |
| 26 | $1A | Control-Z | 69 | $45 | E | 112 | $70 | p |
| 27 | $1B | ESC | 70 | $46 | F | 113 | $71 | q |
| 28 | $1C | Control-\ | 71 | $47 | G | 114 | $72 | r |
| 29 | $1D | Control-] | 72 | $48 | H | 115 | $73 | s |
| 30 | $1E | Control-^ | 73 | $49 | I | 116 | $74 | t |
| 31 | $1F | Control-_ | 74 | $4A | J | 117 | $75 | u |
| 32 | $20 | SPC | 75 | $4B | K | 118 | $76 | v |
| 33 | $21 | ! | 76 | $4C | L | 119 | $77 | w |
| 34 | $22 | " | 77 | $4D | M | 120 | $78 | x |
| 35 | $23 | # | 78 | $4E | N | 121 | $79 | y |
| 36 | $24 | $ | 79 | $4F | O | 122 | $7A | z |
| 37 | $25 | % | 80 | $50 | P | 123 | $7B | { |
| 38 | $26 | & | 81 | $51 | Q | 124 | $7C | \| |
| 39 | $27 | ' | 82 | $52 | R | 125 | $7D | } |
| 40 | $28 | ( | 83 | $53 | S | 126 | $7E | ~ |
| 41 | $29 | ) | 84 | $54 | T | 127 | $7F | DEL |
| 42 | $2A | * | 85 | $55 | U | | | |

**NOTE: Control-A means press the Control key and the A key simultaneously and release. ESC is the Escape key, SPC is the Space bar, and DEL is the Delete key.**

**active window**

The frontmost window on the desktop where the next action will take place. The active window has its title highlighted.

**Apple-click**

The technique that allows you to extend or shorten a selection by holding down one of the Apple keys while you make an additional selection.

**button**

Buttons appear in dialog boxes, and on some desk accessories like the clock. They can be clicked or pushed to designate preferences or make adjustments.

**Cancel button**

A button in dialog boxes that, when clicked, cancels the chosen command.

**catalog**

A list of files and documents contained on a disk.

**choose**

To select a command from a menu by dragging the mouse.

**click**

To position the pointer on something and then quickly press and release the mouse button.

**Clipboard**

The memory of the Apple where text that is cut or copied is temporarily placed.

**Clock**

A desk accessory that displays the time and date.

**close**

To remove a window from the desktop

**close box**

The icon at the left edge of a window's title bar that, when clicked on, will close the window.

**command**

A word in a menu that, when chosen, will cause MouseWrite to perform an action on a selection. Sometimes, a combination of Apple-keys or the Control key and letter/numeric keys on the keyboard accomplish the same action.

**cut**

To remove a selection from a document by using Cut from the edit menu. What is cut is placed on the clipboard

**desk accessories**

Windows that perform a function that have absolutely nothing to do with wordprocessing, like the clock and puzzle.

**desktop**

The menu bar and remainder of the Apple's screen.

**dialog box**

A box (or window) that's placed on the desktop to request information MouseWrite needs to complete a command.

**document**

The formatted text that you create with MouseWrite.

**drag**

To position the pointer on something, press and hold down the mouse button, move the mouse and then release the button.

**file**

A collection of information stored together on a disk. Usually a program or document.

**folder**

A collection of files and documents stored together on a disk. Folders allow you to store similar documents together in one place.

**footer**

A line of text printed at the bottom of each page of a document

**format**

The arrangement of text within a MouseWrite document or on paper. To prepare a disk to receive information.

**header**

A line of text printed at the top of each page of a document.

**highlight**

Black text on a white background indicating that something is selected.

**icon**

A graphic symbol representing an object or concept.

**inactive command**

A command in a menu that appears with grey boxes at each of its sides. Inactive commands cannot be chosen.

**insertion point**

The point in a document where text will be added. Represented by a blinking vertical or horizonal bar.

**margin markers**

The "L" and "R" in the ruler indicating the present settings of the left and right margins.

**menu**

The list of commands that appear when you press a title in the menu bar.

**menu bar**

The horizontal list of words at the top of the screen.

**menu title**

A word in the menu bar that describes one of the menus.

**paste**

To insert the contents of the clipboard at the insertion point, usually by selecting the Paste command from the Edit menu.

**pointer**

The shape on the screen that moves when the mouse moves.

**press**

To position the pointer on something, press and hold down the mouse button.

**ruler**

The top portion of a document window showing the margin settings and tab settings.

**save**

To store a document or information on a disk.

**scroll**

To move through a document so that different parts of it may be viewed.

**scroll arrow**

The arrows at the ends of scroll bars used to scroll a document when clicked or pressed.

**scroll bar**

The bar along the top and bottom of a window

**scroll box**

The dark box within the scroll bar. The position of the scroll box indicates the relative position in the document being displayed in the window.

**select**

To designate where the next action will take place.

**selection**

The insertion point or the information that will be affected by the next action or command.

**size box**

The box at the lower right corner of a window that, when dragged changes the size of a window.

**title bar**

The bar at the top of a window containing its title.

**window**

Windows display information on the desktop. It is through windows that you view documents. Windows can be opened, closed, moved or re-sized.

**word wrap**

A feature of MouseWrite that moves words that don't fit on the current line to the start of the next line.

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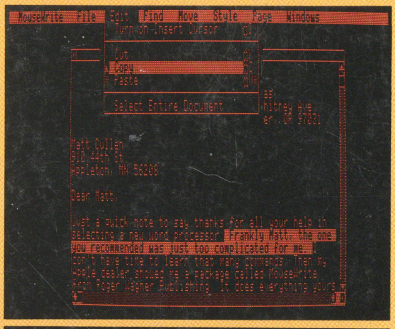
# MouseWrite™

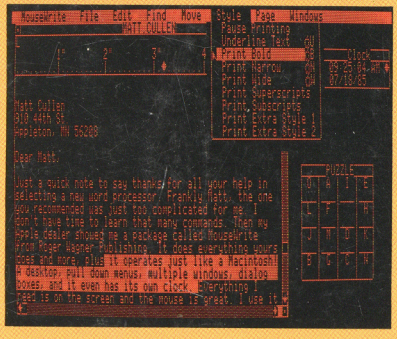
## FINALLY, SOFTWARE FOR THE REST OF US!

If you know how to point, you already know how to use **MouseWrite**. Full-featured and fun-to-use, **MouseWrite** makes word processing as easy as 'point and click.'

## MAC-LIKE FEATURES

**MouseWrite** has a desktop, pull down menus, a built-in clock, multiple windows, a clipboard, and even a puzzle for fun. Use scroll bars and grow boxes to change window sizes. Move windows around the desktop with the mouse. Adjust page sizes or change tabs and margins with the ruler. Full cursor control and all commands are available at all times with both mouse and keyboard.


MouseWrite File Edit Find Move Style Page Windows
Cut
Copy
Paste
Select Entire Document
Matt Cullen
810 44th St
Appleton, MN 56208
Dear Matt:
Just a quick note to say thanks for all your help in selecting a new word processor. Frankly Matt, the one you recommended was just too complicated for me. I don't have time to learn that many commands. Then my Apple dealer showed me a package called MouseWrite from Roger Wagner Publishing. It does everything yours does and more, plus it operates just like a Macintosh! A desktop, pull down menus, multiple windows, dialog boxes, and it even has its own clock. Everything I need is on the screen and the mouse is great. I use it


MouseWrite File Edit Find Move Style Page Windows
MATT CULLEN
Pause Printing
Underline Text
Print Bold
Print Narrow
Print Wide
Print Superscripts
Print Subscripts
Print Extra Style 1
Print Extra Style 2
Matt Cullen
810 44th St
Appleton, MN 56208
Dear Matt:
Just a quick note to say thanks for all your help in selecting a new word processor. Frankly Matt, the one you recommended was just too complicated for me. I don't have time to learn that many commands. Then my Apple dealer showed me a package called MouseWrite from Roger Wagner Publishing. It does everything yours does and more, plus it operates just like a Macintosh! A desktop, pull down menus, multiple windows, dialog boxes, and it even has its own clock. Everything I
PUZZLE

## WORD PROCESSING FEATURES

With **MouseWrite**, you can cut, copy or paste characters, words, paragraphs, or pages within or between documents. Cursor moves by character, word, line, sentence, paragraph, screen, beginning or end of text, with keyboard or mouse. Find/replace text, auto-page numbering, headers and footers with optional time and date displays and much more.

## PRINT FEATURES

**MouseWrite's** printer commands include underlining, bold, wide, narrow, sub/superscripts, italics, proportional spacing and more, depending on your printer's capability. Also has printer pause; continuous or single sheet printing; draft or high quality printouts; right, left, center or fill justified text; and single, double or triple spacing.

## SYSTEM FEATURES

**MouseWrite** requires an Enhanced Apple *//e* with Extended Memory 80 Column card or *//c*. It supports 1 or 2 floppy disk drives, 3-1/2" micro drives, or hard disk drives. An Apple compatible mouse is optional but recommended.

Roger Wagner™
PUBLISHING, INC.